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NASA Procedural Requirements

NPR 4200.1H

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COMPLIANCE IS MANDATORY FOR NASA EMPLOYEES

NASA Equipment Management Procedural Requirements

Responsible Office: Logistics Management Division

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Preface

P.1 Purpose

This NASA Procedural Requirements augments NASA Policy Directive (NPD) 4200.1. It contains equipment accountability requirements and procedures for acquisition, identification, and management of equipment held by NASA. Centers are encouraged to supplement these requirements to meet unique local needs.

P.2 Applicability

- a. This directive is applicable to NASA Headquarters and NASA Centers, including Component Facilities, Technical and Service Support Centers, and subinstallations.
- b. This language applies to the Jet Propulsion Laboratory (JPL), a Federally-Funded Research and Development Center (FFRDC), other contractors, recipients of grants, cooperative agreements, or other agreements only to the extent specified or referenced in the applicable contracts, grants, or agreements. The requirements of this NPR will be administered to JPL by the NASA Management Office (NMO).
- c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.
- d. In this NPR, all document citations are assumed to be the latest version unless otherwise noted.

P.3 Authority

- a. Property Utilization, 40 U.S.C. § 483(b)
- b. Duties of Executive Agencies, 40 U.S.C. § 524(a)(1) and (2), and (b)(1).
- c. The National Aeronautics and Space Act, as amended, 51 U.S.C. § 20113.
- d. Federal Property Management Regulations, (FPMR), 41 CFR pt. 101.
- e. Federal Management Regulation (FMR), 41 CFR pt. 102.
- f. Federal Acquisition Regulations (FAR), 48 CFR pts. 45 and 52.245-1.
- g. NASA FAR Supplement, 48 CFR pt. 1845.
- h. NPD 4200.1, Equipment Management.

P.4 Applicable Documents and Forms

- a. Small Business Research and Development Act, 15 U.S.C. § 638.

- b. High Performance Computing and Communications (HPCC) Program Act of 1991, 15 U.S.C. § 5501 et seq.
- c. Duties of Executive Agencies, 40 U.S.C. § 524(a) (2).
- d. Principles of Ethical Conduct for Government Officers and Employees, Executive Order (E. O.) 12731, 5 CFR pt. 2600 (1990).
- e. Installation-accountable Government Property (IAGP), 48 CFR §1852.245-71.
- f. NPD 2540.1, Personal Use of Government Office Equipment Including Information Technology.
- g. NPR 1382.1, NASA Privacy Procedural Requirements.
- h. NPR 1441.1, NASA Records Management Program Requirements.
- i. NPR 1600.1, NASA Security Program Procedural Requirements.
- j. NPR 1600.2, NASA Classified National Security Information (CNSI).
- k. NPR 1600.6, Communications Security (COMSEC).
- l. NPR 1620.3, Physical Security Requirements for NASA Facilities and Property.
- m. NPR 2190.1, NASA Export Control Program.
- n. NPR 2810.1, Security of Information Technology.
- o. NPR 4100.1, NASA Materials Inventory Management Manual.
- p. NPR 4300.1, NASA Personal Property Disposal Procedural Requirements.
- q. NPR 4310.1, Artifact Identification and Disposition.
- r. NPR 4500.1, Administration of Property in the Custody of Contractors.
- s. NPR 6200.1, NASA Transportation and General Traffic Management.
- t. NPR 8510.1, NASA Cultural Resources Management.
- u. NPR 8621.1, NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping.
- v. NPR 8800.15, Real Estate Management Program.
- w. NPR 9250.1, Property, Plant, and Equipment and Operating Materials and Supplies.
- x. NID 1600.55, Sensitive but Unclassified (SBU) Controlled Information.
- y. NASA Form (NF) 598, Property Survey Report.
- z. NF 892, Employee Property Pass Agreement and Removal Permit.
- aa. NF 893, Loan of NASA Equipment.
- bb. NF 894, NASA Property Transfer Form.

cc. NF 1517, Property of U.S. Government.

dd. NF 1517A, Property of U.S. Government.

ee. NF 1617, Request for Cannibalization/Modification, or Construction/Fabrication of NASA Equipment.

ff. NF 1618, NASA Property Found on Station.

gg. NF 1739, Capitalization Determination Form.

hh. SF 91, Motor Vehicle Accident Report.

ii. SF 153, Communications Security (COMSEC) Material Report.

jj. SF 364, Report of Discrepancy.

kk. DD Form 250, Material Inspection and Receiving Report.

ll. Federal Cataloging Handbook H2, Federal Supply Classification Groups and Classes.

P.5 Measurement/Verification

The equipment management analysis report will be used to summarize, compare, measure, and verify Center equipment inventory completion and equipment loss rates to the Agency benchmarks at the end of the fiscal year.

P.6 Cancellation

NPR 4200.1G, NASA Equipment Management Procedural Requirements, dated March 30, 2010, and NPR 4200.2B, Equipment Management Manual for Property Custodians dated September 11, 1998.

Chapter 1. Equipment Management Responsibilities

1.1 Background

1.1.1 NASA equipment is Government property and is to be used exclusively to conduct official business. Appropriate accountability measures are required to establish and monitor changes to equipment status. NASA's policy is to permit limited personal use of Government office equipment and services, including information technology (IT) services. See NPD 2540.1H, Personal Use of Government Office Equipment Including Information Technology.

1.1.2 Systems, Applications and Products (SAP) is the Agency-wide Enterprise Resource Planning (ERP) system that contains Property, Plant, and Equipment (PP&E) functionality used to manage NASA assets. SAP is hosted at the Agency Applications Office (AAO), which is located at NASA's Marshall Space Flight Center (MSFC).

1.1.3 The Integrated Asset Management (IAM), PP&E System, an SAP component, herein referred to as the NASA PP&E System, is the NASA system of record to establish a digital Equipment Master Record (EMR) for identification, control, and accountability of equipment acquired by NASA.

1.1.4 EQUIPMENT System is a Web-based front-end component of the NASA PP&E System that provides a subset of equipment management functionality to End Users.

1.2 Agency Responsibilities

1.2.1 All NASA employees and contractors are responsible for the proper management of the Government equipment they use to carry out their duties. The specific Logistics and Logistics support personnel responsibilities for developing policy, equipment management oversight, accountability, and reconciliation are outlined in the following paragraphs.

1.3 Director, Logistic Management Division (LMD), NASA Headquarters

1.3.1 The Director, LMD, a civil service employee designated by the Assistant Administrator (AA) for the Office of Strategic Infrastructure (OSI), is responsible for establishing and enforcing NASA equipment management policies, conforming to Federal property management laws and regulations.

1.4 Agency Equipment Manager

1.4.1 The Agency Equipment Manager, a civil service employee designated by and reporting to the Director, LMD, shall:

- a. Develop program policies and provide requirements to Center Senior Logistics Managers/Chiefs

and Supply and Equipment Management Officers (SEMO).

- b. Review and initiate actions to issue, modify, or cancel NASA directives that govern the equipment management activities of the Agency.
- c. Assist NASA Centers in developing and operating internal processes, procedures, and systems to ensure compatibility with Agency programs.
- d. Establish metrics on the performance of equipment management throughout the Agency and provide routine trend reports to Center and NASA senior management.
- e. Define training requirements for all equipment management personnel.
- f. Chair the Functional Control Board (FCB) to address property system upgrades.
- g. Chair the Sensitive Items Review Board (SIRB).
- h. Routinely assess Center equipment management activities through the Compensating Controls Review (CCR) process, ensuring Center business practices follow policy requirements and reporting significant observations to Supply and Equipment Management Officers (SEMO), Center Senior Logistics Manager, and NASA senior management.

1.5 Center Directors

1.5.1 Center Directors shall:

- a. Ensure local equipment management practices conform to the requirements of NPD 4200.1 and this NPR.
- b. Appoint a SEMO to implement an effective equipment management program and document the appointment in a letter to the Director, LMD.
- c. Appoint a Survey Officer (SO) and Survey Review Board (SRB) members to fulfill equipment management responsibilities and follow the guidance outlined in Chapters 1 and 5 of this NPR.

1.6 Center Senior Logistics Manager/Chief

1.6.1 The Center Senior Logistics Manager/Chief, or head of the Center's logistics activities at the Center has the responsibility and authority to account for the effective control, acquisition, use, and disposal of personal property. The Senior Logistics manager is responsible for:

- a. Providing direction, leadership, and general supervision in the implementation and maintenance of the property management program throughout the Center.
- b. Implementing the Agency's policy directives and requirements and Center regulations and procedures satisfying Program requirements and the various laws and regulations referenced therein.
- c. Establishing and training the Center's property management network comprised of Personal Property Functional Leads, Property Custodians (PCs), SO, and SRB members.
- d. Monitoring the progress of executing annual inventory schedules and ensuring that results of inventories and property records are reconciled with the financial accounting system.

- e. Ensuring that required reports are provided to Headquarters, Logistics Management Division.
- f. Ensuring that lost, stolen, or damaged property is investigated in accordance with (IAW) Chapter 5 of this NPR.
- g. Developing a corrective action plan when the Center does not meet policy requirements, Agency-established benchmarks, or other Agency expectations regarding the management of personal property.

1.7 Supply and Equipment Management Officer (SEMO)

1.7.1 The SEMO, a civil service employee, is designated by the Center Director to provide functional management and leadership for implementation of effective equipment management at their Center. The SEMO shall:

- a. Implement the requirements of this NPR and establish Center procedures to supplement the policy requirements of this NPR.
- b. Appoint, in writing, a Center Equipment Manager.
- c. Provide oversight to Center receiving activities ensuring:
 - (1) One area is designated as the Center's sole location for receiving equipment, referred to as Central Receiving.
 - (2) All equipment purchased or acquired by NASA is to be processed through the designated Central Receiving and properly controlled, cataloged, and tagged upon receipt and acceptance, regardless of acquisition method (See section 2.3 of this NPR).
 - (3) Equipment items received in shipping containers that cannot be opened at the Central Receiving without voiding the warranty or risk to the equipment will be properly tagged upon opening at the final destination.
- d. Establish and implement protocols and processes for the maintenance of SAP equipment records, ensuring the records properly reflect the Center's and its contractors' Controlled Equipment accountability status.
- e. Assist the Center Equipment Manager with the identification of Government property at the Center required to be controlled as sensitive items, identified on the Sensitive Items List (Appendix C), and recommend list additions or deletions to the Agency Equipment Manager. Participate in the SIRB.
- f. Assist the Center Equipment Manager with providing training to Center equipment management personnel and all personnel responsible for use and care of equipment to assure equipment accountability IAW this NPR.
- g. Oversee the administration of equipment loans and property passes executed by their Center as outlined in Chapter 3 of this NPR.

Note: The SEMO needs to notify the Division Director, or equivalent NASA official, of any potential equipment misuse and the need to enforce time constraints for the issue of

property passes to employees.

h. In support of the disposal process, the SEMO shall:

- (1) Ensure Center PCs, End Users, and their supervisors are aware of the requirement to identify excess equipment IAW paragraph 3.7 of this NPR (Request to Excess Equipment).
- (2) Ensure a Center process is established for the expedient delivery of equipment items on excess request status to the disposal warehouse to ensure that accountability of equipment is maintained throughout the process.
- (3) Establish a Center process requiring that, upon physical turnover of equipment in excess request status, PCs and End Users obtain receipt documentation from transportation or disposal personnel.
- (4) Coordinate routine meetings with the Property Disposal Officer (PDO) and the Equipment Manager to review equipment in excess request status, which has not yet been received by the excess warehouse to identify and diminish any backlog.
- (5) Research and reconcile all equipment in excess request status that cannot be accounted for IAW Chapter 5 of this NPR.

i. Establish and manage the Center's physical inventory campaign and processes as outlined in Chapter 4, to include:

- (1) The Center inventory team assignment.
- (2) Inventory campaign execution. The campaign may be organized by either the location of the equipment (property management area) or by equipment custodial accounts regardless of the location of the equipment.
- (3) Inventory campaign schedule. Ensure physical inventories are conducted annually and are completed by the end of each fiscal year. The physical inventory campaign is only complete when all discrepancies are resolved and PP&E records are updated.
- (4) Inventory campaign timelines. Indicate milestones for pre-inventory planning activities, the actual physical inventory activities, and post-inventory reconciliation activities.

j. Ensure physical inventories are conducted for the following circumstances:

- (1) PC reassignments; joint physical inventories are required by departing and incoming PCs.
- (2) When misuse of equipment is suspected (i.e., recurring losses in a PC account).
- (3) Upon separation or termination of an employee, End User of equipment.
- (4) When equipment is returned from a contractor through NASA's Central Receiving.
- (5) When equipment is returned to NASA upon termination of a loan agreement.
- (6) Following extreme circumstances that affect the condition of the equipment (e.g., fire, damage due to weather).
- (7) When recommended by the SO/SRB.

k. Support the Agency Financial audit, conducted each fiscal year, as follows:

- (1) Coordinate and execute reviews of the EMR/Asset Master Record (AMR) Integration Report with the Center Property Accountant as necessary to reconcile variances in EMR and AMR asset inventories.
- (2) Provide results of reconciliation activities to the Headquarters Equipment Manager upon request.

l. Coordinate with Center officials identified below to accomplish the following:

- (1) The Center Facilities Manager to identify related personal property during Center facility demolition planning for potential conversion to personal property and accountability in the NASA PP&E System.
 - (2) The Center Flight Operations Officer to ensure proper aircraft identification, accountability, and control.
 - (3) The Center Exhibit Manager to ensure proper identification, accountability, and control of NASA exhibit and display items.
 - (4) The Center PDO to ensure that equipment acquired by Center organizations from the disposal warehouse is properly accounted for in the NASA PP&E System.
 - (5) The Division Director to coordinate the designation of as many PCs as necessary to ensure manageable workload distribution within the Division.
 - (6) The Center Industrial Property Officer (IPO) to ensure accurate accountability of Controlled Equipment transitioning to and from contractors (e.g., Government Furnished Property (GFP), Installation Accountable Government Property (IAGP)) IAW Chapter 3 of this NPR.
 - (7) The Center Procurement Office officials to ensure that the address of Central Receiving is used as the delivery address for all acquisitions made with the Government Purchase Card, unless otherwise authorized by the SEMO.
- m. Establish an internal process to ensure all equipment purchased via Government Purchase Card is properly reported and accounted for in the NASA PP&E System IAW Chapter 3 of this NPR.
- n. Develop and implement Center internal processes for managing Administratively Controlled Equipment for the prevention of fraud, waste, and misuse.

1.8 Equipment Manager

1.8.1 The Equipment Manager, a civil service employee, will be assigned by the Center SEMO as liaison for equipment management activities at the Center and shall:

- a. Execute equipment management controls outlined throughout this NPR, keep and maintain documents that support equipment management transactions in NASA PP&E System, and coordinate Central Receiving activities as it relates to property management.
- b. Notify PCs of acquired equipment affecting their property account, upon receipt.
- c. Carry out changes to the NASA PP&E System and equipment management practices at their Center.

- d. Recommend designation of property management areas as necessary.
- e. Develop and deliver training to PCs and equipment End Users.
- f. Generate and provide equipment listings to PCs in preparation for physical inventory campaigns.
- g. Advise PCs in the performance of their equipment management duties.
- h. Develop and execute the schedule for the Center's physical inventory campaign.
- i. Adjust equipment records in the NASA PP&E System as a result of physical inventory reconciliation actions.
- j. Document the results of the physical inventory campaign and submit the results to the SEMO, Division Directors, and PCs for their review.
- k. Assist the SEMO in executing and managing equipment loans.
- l. Assist the SEMO reconcile equipment in request-for-excess status with the PDO.
- m. Obtain a monthly "Lease/Loan-In Expiration Report" from the Business Objects database (BOBJ). This report lists expiration dates of loans and leases, and it is a management tool for the Equipment Manager to coordinate the return of the equipment to the vendor with the head of the NASA custodial organization.
- n. Maintain inventory files IAW Section 4.7 of this NPR.

1.9 Division Director

1.9.1 The Division Director/Chief (hereinafter referenced as the Division Director) or equivalent NASA official is a civil service employee responsible for the accountability of all equipment, controlled and administratively controlled, assigned to their organizations, and shall:

Note: An equivalent NASA official to a Division Director is a Division Chief, a Branch Chief, or program manager whose function is not overseen by a Division Director. These individuals have the same equipment management responsibilities as Division Directors.

- a. Designate PCs in writing.
- b. In coordination with the SEMO, assign as many PCs as necessary to ensure manageable workload distribution.
- c. Ensure that designees have proper oversight and knowledge of NASA policies and requirements governing accountability of the equipment assigned to their custodial accounts.
- d. Ensure that designated PCs and equipment End Users attend any equipment management training and refresher classes offered by the Center.
- e. Reassign the responsibility of a property custodial account to a different PC subject to the following:
 - (1) At the discretion of the Division Director or head of organization.

(2) When the PC permanently leaves the organization.

(3) When the PC is temporarily reassigned (detailed) to another organization for more than 30 calendar days.

f. Ensure employees within their divisions are aware of their responsibilities to safeguard and account for Government property.

g. Serve as the approving official for all loan requests for equipment in their area of responsibility and process the requests IAW Chapter 3 of this NPR.

h. Ensure that lost, damaged, destroyed, or stolen Government property is reported within the established timeline in Table 5-1 (NASA Survey Report Process), investigated, and reviewed IAW Chapter 5 of this NPR.

i. Execute annual walk-through inspections and support the equipment physical inventory campaign in their areas of responsibility as outlined in Chapter 4 of this NPR.

1.10 Property Custodian

1.10.1 The PC is either a civil service or contractor employee designated in writing by the Division Director or equivalent NASA official and in coordination with the SEMO is responsible for the management of assigned division equipment and shall: a. Update property records for all Controlled Equipment assigned to their custodial account through EQUIPMENT, the Web-based front end of the NASA PP&E System.

b. Assign equipment items to the end-user level.

c. Provide training to End Users on equipment management processes and procedures.

d. Validate and process equipment management transactions initiated by End Users, such as "Request for Excess" transactions.

e. Retain copies of documents showing acceptance of equipment turned over to the PDO or transportation personnel.

f. Retain accountability and responsibility for equipment items recorded in their custodial account that they have not assigned or reassigned to an End User.

g. Assist the Center Equipment Manager and inventory team during the physical inventory as necessary.

h. Assist the Division Director or designee in executing walk-through inspections as necessary.

i. Support the SEMO or designee in the process to clear personnel from the installation as a result of separation, termination, or transfer of personnel IAW Section 4.5.5 of this NPR.

j. Assist End Users in initiating NF 598, Property Survey Report, as necessary.

k. Initiate NF 598 in the absence of End Users.

l. Initiate corrective action(s) for noted differences outlined in Inventory Summary Reports IAW Section 4.6 of this NPR.

m. Track and maintain all approved NF 892s, Employee Property Pass Agreement and Removal Permit, issued to organizational employees.

n. Assist the SEMO or designee in the processing of NASA Property Loans:

(1) Ensure all approved NF 893s, Loan of NASA Equipment, are current.

(2) Ensure equipment is returned upon expiration date of loan or an extension is processed and approved through the proper channels.

(3) Ensure that an inventory validation is requested and attained from the recipient of the loan to certify the physical inventory of loaned property each year from the date the loan was initially signed. Results shall be forwarded to the SEMO.

o. Participate in equipment management training as defined by the SEMO.

1.11 End Users

1.11.1 NASA employees (civil service and contractors) in use of NASA property have a responsibility as the End Users of Government property to protect and conserve all equipment entrusted to them, and shall:

a. Acknowledge or reject receipt of assigned equipment by accepting or rejecting the receipt transaction notification in the EQUIPMENT System IAW local procedures.

b. When a direct delivery to a desktop is approved by the SEMO IAW Section 3.3 of this NPR, notify the corresponding PC, Center Equipment Manager, and Central Receiving personnel of equipment directly delivered to their location, which will initiate the equipment cataloging and record-keeping processes.

c. Use Government equipment only for official purposes.

d. Initiate approval requests prior to cannibalizing, modifying, constructing, or fabricating Controlled Equipment using NF 1617, Request for Cannibalization/Modification of Controlled Equipment.

e. Upon approval of NF 1617, notify the PC of any equipment modification to ensure the equipment configuration change is coordinated through the SEMO and properly recorded in the NASA PP&E System.

f. Obtain an NF 892 approved by the Division Director or equivalent NASA official for Government equipment when leaving the NASA Installation or Subinstallation IAW Chapter 3 of this NPR.

g. Periodically review and reconcile equipment items in their possession against the property items assigned to them in the EQUIPMENT System.

h. Immediately notify their supervisor and the corresponding PC when equipment cannot be located or is damaged or destroyed; regardless of whether the loss, damage, or destruction occurred on or off the Center.

i. Identify and report the status of equipment not actively in use for its original intended purpose (idle) to the respective PC for disposition.

j. Under no circumstances personally dispose of Government equipment other than through the NASA disposal process governed by NPR 4300.1.

k. Retain stewardship of and safeguard all assigned controlled and Administratively Controlled Equipment and immediately inform the respective PC when he/she is no longer the assigned user.

Note: Failure to exercise minimum safeguards may result in the Civil Service employee being held financially liable for the loss, damage, destruction, or theft of Government property when negligence is determined. Contractors may be held liable IAW the FAR.

l. Safeguard equipment located in common areas (e.g., conference rooms, offices, and laboratories).

(1) Keep assigned equipment, such as mobile phones, calculators, tablets, and other mobile devices, under continued control on and off Center.

(2) Keep under strict control the access to laboratories housing equipment.

(3) Keep doors to offices that house equipment locked at the end of the business day and whenever practical.

m. As necessary, assist the Equipment Manager and inventory team during the execution of the physical inventory of the equipment assigned to them.

n. Ensure all assigned equipment is accounted for and reassigned upon separation of employment.

o. Bring to the attention of the corresponding PC any items that appear to require tagging for the initiation of equipment accountability and control IAW Chapter 3 of this NPR.

p. Participate in equipment management training as defined by the SEMO.

q. Safeguard equipment during travel.

r. Keep sensitive equipment under continuous control and not leave the equipment unattended.

(1) Do not check in sensitive equipment as baggage on transportation carriers (e.g., airplanes, trains, or buses).

(2) Secure the equipment in the security safe of the room or hotel when leaving the premises.

(3) Contact the Center Export Administrative Office and local Security Officer before traveling outside the continental U.S. for requirements surrounding the accountability and safeguard of equipment in their possession.

s. Secure Equipment in a Motor Vehicle.

(1) Do not leave equipment inside unlocked vehicles.

(2) Equipment must be secured in a locked compartment and out of sight.

(3) Do not leave equipment inside unattended motor vehicles overnight or for extended periods.

(4) Do not leave equipment in open work truck beds.

t. Account for property during office moves.

(1) Properly identify and label equipment prior to the move.

(2) Upon completion of the move, immediately report missing equipment to the PC and the person in charge of the move.

(3) Notify the PC of the change in equipment location and update the EQUIPMENT System accordingly.

1.12 Exhibit Managers and Mission Directorate Outreach Coordinators

1.12.1 Exhibit managers and educational and public outreach personnel are civil servant employees assigned by Center Public Affairs Officers and Mission Directorates, who may request and retain NASA equipment for exhibit and educational outreach purposes. They shall record and control this equipment in property custodial accounts IAW NPD 4200.1 and this NPR.

1.13 Survey Officer (SO)

1.13.1 The SO is a civil service employee designated in writing by the Center Director to investigate the circumstances surrounding loss, damage, destruction, or theft of Government property listed on an NF 598.

a. The appointment of a SO will conform to the following requirements:

(1) SEMOs, their supervisors, or subordinates cannot be designated as SO.

(2) SO appointments will not exceed 3 years.

(3) SOs will be given authority by the Center Director to review all survey reports and to adjudicate only those survey reports that provide clear understanding of the circumstances surrounding the loss, damage, or destruction of Government property and clearly indicate personnel negligence or wrongdoing is not suspected.

(4) SO may return survey reports containing unclear/ambiguous description of circumstances to the SEMO for clarification.

b. The SO shall:

(1) Establish facts, determine proximate cause(s), and issue findings and recommendations to the appropriate Division Director or equivalent NASA official.

(2) Request the SRB to convene as necessary IAW chapter 5 of this NPR.

c. The assignment, detailed duties, and responsibilities of the SO are provided in Chapter 5 of this NPR.

1.14 Survey Review Board (SRB)

1.14.1 Center Directors shall identify, in writing, the names of members that will serve on the independent SRB. These members will be designated by the SO to investigate the circumstances surrounding loss, damage, destruction, or theft of Government property listed on an NF 598, Property Survey Report.

1.14.2 The SRB may conduct administrative hearings to establish facts, determine proximate cause(s), and issue findings and recommendations to the appropriate Division Director or equivalent NASA official.

1.14.3 The duties and responsibilities of the SRB are in Chapter 5 of this NPR.

1.14.4 The SRB will be composed of civil servant employees (GS-13 or above), including four or more voting members and a Chairperson. Alternates will be assigned.

1.14.5 The SRB may convene with at least the Chairperson and three voting members.

1.14.6 Representatives from the Office of the Chief Counsel and the Security Office may be voting members on the SRB.

1.14.7 Board members shall recuse themselves from voting if there is a potential conflict of interest in the Survey Report under review.

Note: A conflict of interest may exist if the report is submitted by an SRB member's superior or subordinate or if they have had personal responsibility of the items at the time of loss, damage, or destruction of the property.

1.14.8 Equipment Managers and PCs shall not serve on a SRB.

1.14.9 SEMOs are non-voting members and serve in an advisory capacity only.

1.14.10 The SRB shall complete their proceedings within 20 business days from receipt of an NF 598.

Chapter 2. Equipment Acquisition

2.1 Purpose

2.1.1 This chapter provides requirements for establishing accountability of NASA equipment at the time of acquisition. NASA equipment will be acquired and used only to support official programs or institutional operations. It applies to equipment, as defined in NPD 4200.1 and Appendix A and Chapter 3 of this NPR, that is acquired by NASA organizations and supporting contractors.

2.1.2 NASA organizations are to acquire only the equipment necessary for the performance of Agency requirements.

2.1.3 Prior to purchasing or fabricating new equipment, Division Directors or heads of acquiring activities shall evaluate alternative means to fulfill their equipment needs, such as reutilizing equipment from other NASA organizations or from the excess process, leasing (when cost effective), or loaning equipment from a NASA organization as prescribed in Section 3.4.2 of this NPR.

2.2 Documentation

2.2.1 Copies of purchase orders, vouchers, or documentation supporting the estimated acquisition costs are supporting documents that are used to record the acquisition of equipment in the NASA PP&E System.

2.2.2 For equipment items determined to be capitalized IAW NPR 9250.1, the SEMO or designee shall upload supporting/acquisition documents as part of the Equipment Master Record (EMR) in the NASA PP&E System.

2.3 Methods of Acquisition

2.3.1 The methods of equipment acquisition and processing IAW Chapter 3 of this NPR, include:

- a. Purchase. To buy equipment in exchange for money, including purchase card and purchase order transactions.
- b. Fabricated or assembled. Personal property that is constructed or assembled for, or constructed by NASA. See Section 3.2 of this NPR.

(1) Fabricated or assembled equipment meeting NASA criteria for control will be identified with the appropriate Federal Supply Classification (FSC) code for cataloging and identification purposes in the NASA PP&E System.

(2) The End User or individual responsible for fabrication of the equipment shall generate an NF 1617 form, Request for Cannibalization/Modification of Controlled Equipment, providing a detailed description of fabricated or assembled equipment and submit the NF 1617 to the SEMO or designee for creating the EMR and establishing equipment accountability.

- c. NASA equipment acquired from the excess process, including equipment from other Federal

Agencies—screening and selection of available excess NASA equipment by stakeholders for reutilization.

(1) The PDO shall ensure that equipment reutilized or issued to NASA organizations from the disposal program is properly documented on NF 894, NASA Property Transfer Form, to the recipient and appropriate notification is made to the Center Equipment Manager or the SEMO.

(2) Upon receipt of a completed NF 894, the Center Equipment Manager shall assign ECN(s) to equipment item(s) or reactivate the EMR as appropriate, prior to the issue or delivery of the equipment to the End User.

(3) The PDO shall not issue NASA equipment to the requesting NASA official without prior assignment of ECN(s) and established equipment control in the NASA PP&E System.

d. Found on Station (FOS). Any equipment meeting NASA criteria for control for which audit trail for record accountability cannot be established. See Section 3.3.6 of this NPR.

e. Donation to NASA. Equipment that is unconditionally donated to NASA and meet NASA criteria for control. See Section 3.3.12 of this NPR.

f. Gift (Foreign and Domestic). Tangible personal property or decoration received from an organization or individual outside NASA. See Section 3.2.3.5.d of this NPR.

(1) Foreign Gift. Tangible gift or decoration received from a Foreign Government or entity. FMR 102-42 governs gifts of more than minimum value (currently at \$390). Gifts above minimum value are considered gifts to the Agency, not the employee.

(2) Domestic Gift. Tangible gift or decoration received from a U.S. organization outside NASA and meeting the criteria for control.

(3) The SEMO, or designee, shall record gifts meeting NASA criteria for control in the NASA PP&E System and identify the gift with the "Gift to NASA" flag in the EMR.

g. Recovered Equipment. Equipment that was reported as missing or lost, was subject to the survey report process, and later recovered.

h. Transition to control status in NASA PP&E System, including items that meet NASA criteria for control that transition from related personal property to personal property.

i. Loaned or Leased to NASA. Equipment that is loaned or leased by an external entity to NASA and is in the possession and custody of NASA for more than 60 calendar days, except motor vehicles. See Section 3.2.3.4.b of this NPR.

j. Lease to Purchase. Equipment leased to NASA with the option to be purchased by NASA at the end of the lease term.

k. Transfers-in. Transfer of equipment items from another NASA organization or from an organization outside NASA, including Controlled Equipment included in GFP returned/transferred to NASA by a contractor. The End User or corresponding PC of the NASA organization gaining the equipment shall contact the supporting SEMO for coordination, logistical support, and oversight for the execution of the transfer.

l. Vendor Exchanges/Trade-ins. Equipment items that are returned by the vendor to NASA in exchange for a like item. The item returned to NASA is a different item if the model or serial

number is different from the item being replaced. See also Section 3.3.14.2 of this NPR.

2.3.2 The various methods of acquiring equipment and the receipt process flow path are provided in Figure 2-1.

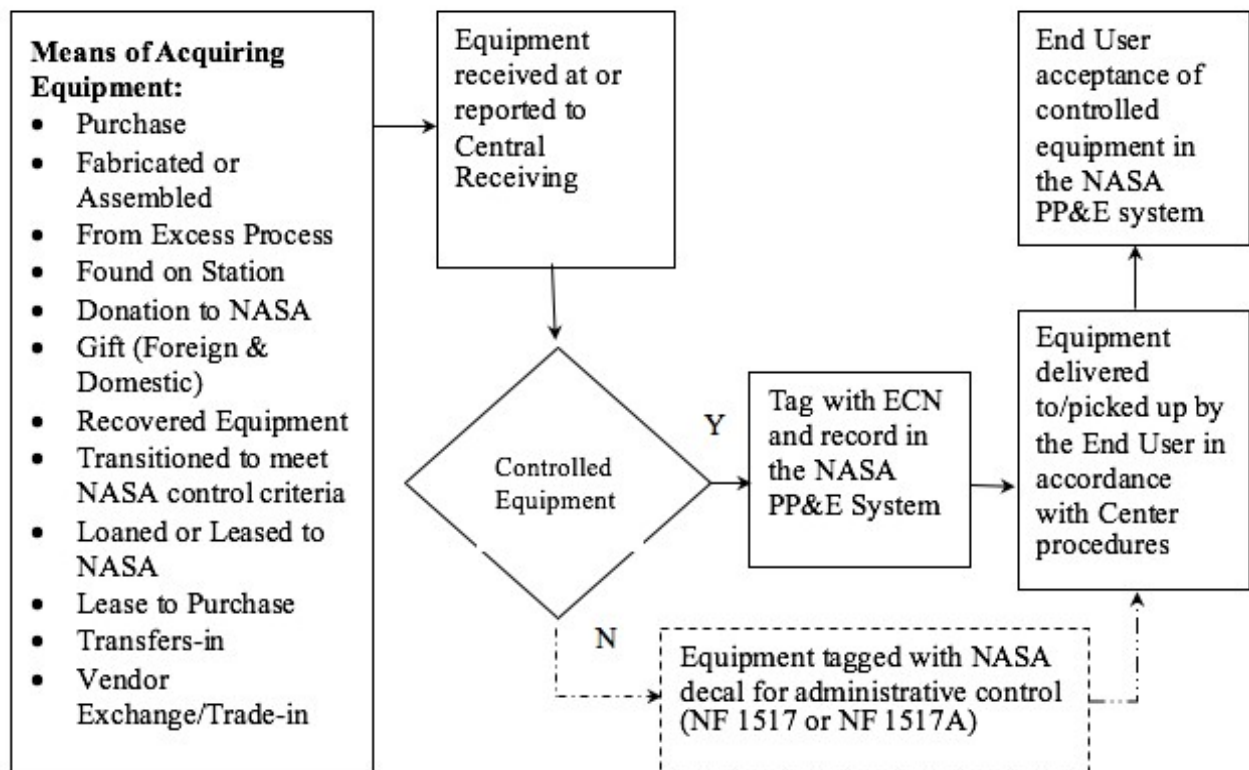


Figure 2-1 Equipment Acquisition and Receipt Process Flow Path

Chapter 3. Equipment Administrative Procedures

3.1 Purpose

3.1.1 This chapter sets forth the Agency's administrative requirements for establishing and maintaining the following:

- a. Equipment Classification and Control.
- b. Equipment Accountability.
- c. Loan of NASA Equipment.
- d. Property Pass to NASA Employees.
- e. Utilization of NASA equipment.
- f. Request to excess equipment.

3.2 Equipment Classification and Control

3.2.1 This paragraph outlines the classification and control requirements for NASA equipment. Figure 3-1 provides a logic pathway for determining the level of control to apply.

If the property is:

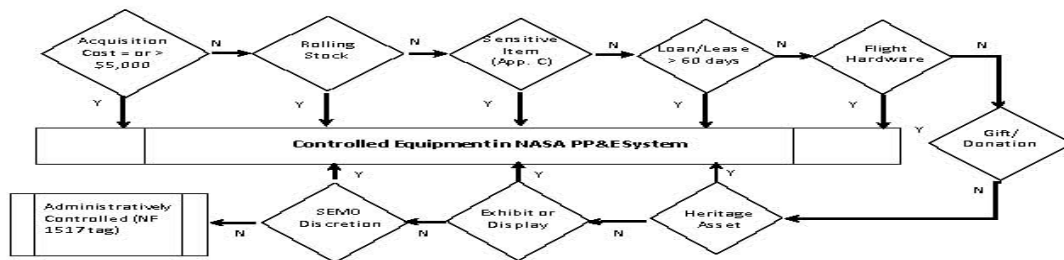


Figure 3-1. Equipment Classification and Control Determination

Figure 3-1. Equipment Classification and Control Determination

3.2.2 NASA Policy Directive 4200.1 requires Center Directors to implement NASA policy for managing Controlled Equipment. Additionally, NASA policy requires SEMOs to control each equipment system and the component parts of the system that meet the control criteria.

3.2.3 SEMOs or designees review invoice data provided with acquired equipment to determine the appropriate level of control IAW NASA policy requirements. Considerations and categories for establishing controls are provided in the following paragraphs.

3.2.3.1 SEMOs or designees shall ensure assignment of an Equipment Control Number (ECN) to equipment items meeting NASA definition for control when invoice data does not provide sufficient equipment information to manage and control NASA-held equipment in the NASA PP&E System.

3.2.3.2 SEMOs or designees shall enlist the assistance of technical personnel to identify and establish whether component equipment items meet any of the qualifications for control.

3.2.3.3 SEMOs or designees shall ensure NASA equipment categorized as Controlled Equipment, as described in the below paragraphs, are recorded in the NASA PP&E System with equipment category "N" (Controlled Equipment) and managed as prescribed in this NPR.

3.2.3.4. SEMOs or designees shall ensure equipment with an acquisition cost equal to or greater than (\geq) \$5,000 or deemed sensitive as defined in Appendix C shall be recorded and managed in the PP&E System, including:

a. Fabricated Items. Constructed, manufactured, or fabricated equipment that, when complete, the cost of manufacture is equal or greater than \$5,000 or sensitive, including model items that are fabricated for stationary or rotational display. The SEMO establishes equipment control when the

configuration of a constructed item is complete by selecting Acquisition Code 10 - "Receipt from Fabrication" when entering the EMR data.

b. Loaned or Leased Equipment to NASA. The SEMO identifies equipment provided by an entity external to NASA and in NASA custody for more than 60 calendar days in the NASA PP&E System by selecting acquisition codes 09 (Loan in) or 08 (Lease in), respectively, in the EMR, except:

(1) Equipment under NASA-wide service contracts such as mobile devices, automated data processing (ADP) equipment, and cost-per-copy-service contracts.

(2) Equipment provided under seat service contracts, by which a service is acquired by the Agency, and the equipment is owned and managed by the contractor, incidental to the service.

(3) GSA vehicles leased to NASA. GSA-leased vehicles are accounted for in the NASA Fleet Management Information System (FMIS).

c. Spare components that are acquired for replacement of like component equipment items and do not lose their identity when put into use (e.g., radios or computers).

d. Furniture and furnishing items that cannot be modified or divided into individual components of lesser acquisition cost than \$5,000 (e.g., executive desks or conference room tables).

e. NASA Controlled Equipment issued as IAGP to a contractor on a no-charge basis for use in the performance of a contract and is appropriately identified in the EMR. The following requirements apply to IAGP:

(1) IAGP will be utilized only within the physical confines of the NASA installation providing the property unless authorized by the Contracting Officer (CO).

(2) NASA 48 CFR 1852.245-71, when included in the contract, requires onsite contractors to observe and comply with this NPR.

(3) IAGP equipment item(s) will be identified by selecting the IAGP flag and recording the corresponding contract number in the EMR.

(4) NASA retains accountability and title to the equipment.

3.2.3.5 SEMOs or designees shall ensure categories of equipment considered "Controlled Equipment" with an acquisition cost less than \$5,000 (previously listed) are managed as follows:

a. Rolling Stock - For equipment that requires assignment of a NASA license plate as Controlled Equipment:

(1) An ECN will be assigned and recorded in the NASA PP&E System prior to assignment of a NASA license plate.

(2) The EMR for rolling stock will include the vehicle identification number (VIN) and the assigned NASA license plate number.

b. Exhibit and Display Items - SEMOs or designees shall ensure NASA property identified as NASA artifacts, retired from program or mission use and retained for stationary or rotational display purposes as NASA Exhibit Items are controlled in NASA PP&E System. NASA exhibit and display items are identified by selecting the "NASA Exhibit Item" flag in the EMR.

c. Sensitive Items - are items that require exceptional physical security, protection, control, and accountability due to SBU and privacy protection, national security and export control regulations. These items can be pilferable or are potentially dangerous to the public.

(1) Sensitive items are listed in Appendix C of this NPR.

(2) The "Sensitive Item" flag will be selected to identify sensitive items in the EMR.

(3) SEMOs or designees shall ensure sensitive items are secured IAW NPR 1620.3 and report sensitive items as excess when no longer required.

(4) End Users provide the location and access to sensitive items for physical inventory purposes when required.

d. Gifts to NASA or to NASA employees. NASA may accept gifts without condition or restriction as authorized by the National Aeronautics and Space Act (Section 20113(d)). SEMOs or designees shall ensure domestic gifts meeting equipment control criteria are recorded and managed in the NASA PP&E System.

(1) SEMOs shall manage foreign gifts and decorations to NASA or its employees that are accepted and or retained for official business that exceed the minimal value at the time of acceptance or "Consumer Price Index Minimal Value," IAW FMR part 102-42.

(2) SEMOs or designees shall ensure the following in the NASA PP&E System for gifts meeting the Controlled Equipment criteria:

(a) Select Acquisition Code 23 (Receipt from Gifted to NASA) when creating the EMR for gifts.

(b) Identify gifts by selecting the "NASA Gifted Item" flag in the EMR.

e. Heritage Assets (HA) IAW NPR 9250.1, are NASA PP&E that is unique for its historical or natural significance or cultural, educational, or artistic (i.e., aesthetic) importance. Personal property identified as HA are to be recorded in the NASA PP&E System as Controlled Equipment, which is identified in the EMR by selecting the "Heritage" flag. The following responsibilities and attributes pertain to HA:

(1) Per NPR 8510.1, the Historical Preservation Officers (HPO) with assistance from Center Historians, Center Exhibit Managers, and the Headquarters Federal Preservation Officer (FPO) are responsible for identifying HA.

(2) HA may be a single item or consist of collection types, such as objects gathered and maintained for exhibition, (for example, museum collections, art collections, and library collections). NASA's HA are reported by the Office of the Chief Financial Officer (OCFO) in NASA's annual financial statement report to Congress.

(3) HA may be single use or multiuse. Single use HA are those assets that serve solely the heritage function. Assets that serve both heritage and operational functions are considered multiuse.

(4) During the routine SEMO and Property Accountant review and reconciliation of EMR/Asset Master Record Integration Report, the PA shall identify to the SEMO items that need the HA designation in the NASA PP&E System.

f. Classified Equipment. National security equipment control and management policy is prescribed by the Committee of National Security Systems Information (CNSSI). NASA invokes the CNSSI

policy in NPRs 1600.2, 1600.6, and 1620.3.

(1) Communications Security Managers at each Center record, control, and inventory communications security equipment in a separate inventory management system.

(2) Communications Security equipment is very specialized and only obtained from approved sources. Transactions involving NASA Controlled Equipment is documented on a Standard Form (SF) 153. Completed SF 153s are classified documents and are maintained by the Center Communications Security Manager.

g. Aircraft. SEMOs or designees shall coordinate a routine review of aircraft assets with the Center Flight Operations Officer or designee to ensure accountability and proper recording of all aircraft acquisitions, status, excess reporting, and permanent modifications of aircraft in the NASA PP&E System.

(1) This review will be accomplished in support of physical inventory requirements outlined in Chapter 4 of this NPR. The review consists of the following:

(a) Update of aircraft equipment records in the NASA PP&E System (i.e., proper selection of "Parts Aircraft" flag in the EMR).

(b) Recording of the Federal Aviation Administration Registry Number or the NASA tail number of each aircraft in the "TechIdentNo." Field in the "Structure" tab of the EMR.

(c) Identification of aircraft in storage status (Detail status code 4) for proper recording in the NASA PP&E System.

(d) Coordinating the physical inventory of aircraft.

(e) SEMOs or designees shall request the Flight Operations Officer provide an NF 1617 for validation of equipment records for aircraft decommissioned to "Parts Aircraft."

h. SEMOs or designees shall ensure Flight Hardware meeting NASA criteria for control is recorded in NASA's PP&E System.

i. SEMOs or designees shall designate equipment items identified for control at the discretion of the SEMO, such as specialized shipping containers, in the NASA PP&E System with equipment category code "N" in the EMR.

(1) Items controlled at the SEMO's discretion will not be recorded as sensitive equipment unless approved by the Sensitive Items Review Board (SIRB) for inclusion in the NASA Sensitive Items List (Appendix C). SIRB procedures are found in Appendix D.

3.2.4 Administratively Controlled Equipment. Property not meeting the control requirements of paragraphs 3.2.3 is considered "Administratively Controlled."

Note: Supplies and materiel, such as Program, Stand-by, Store, and Bench Stock, are not considered Administratively Controlled Equipment.

3.2.4.1 SEMOs shall develop and establish internal procedures for all Center employees (e.g., Division Directors, PCs, or End Users) for managing Administratively Controlled Equipment.

3.2.4.2 The Equipment Manager processes Administratively Controlled Equipment with appropriate documentation after receipt and each item affixed with NF 1517 except when not physically or technologically feasible. NF 1517A is available for use on smaller items.

3.2.4.3 Administratively Controlled Equipment issued as IAGP to an onsite contractor shall be managed by the contractor IAW the requirements of NFS 1852.245-71.

3.2.5 NASA Equipment Control Number (ECN). The Equipment Manager assigns a unique identifier and singular ECN to Controlled Equipment, as described in Section 3.2.3. ECN tags have a format that is approved by NASA Headquarters.

3.2.5.1 ECN tags are to be replaced only by the Equipment Manager or designee when the tag of an item becomes unreadable, damaged, defaced, detached, or lost.

3.2.6 The ECN Register. The Equipment Manager shall establish and maintain a Center ECN register to manage and control the distribution of ECN tags by fiscal year. As a minimum, the register will include the ECN, the signature of person(s) accepting the blocks of tags, and the date the ECN was assigned.

3.2.7 Permanent Removal of ECN Tags and Other NASA Identification. The Equipment Manager in coordination with the Property Disposal Officer shall remove NASA ECN tags affixed to the equipment, including NASA forms 1517 and 1517A, "Property of NASA, U.S. Government" decals, when the equipment permanently leaves NASA custodial responsibility and NASA relinquishes title of the equipment.

3.2.7.1 The Equipment Manager shall also permanently remove the ECN tag when directed by the SEMO that an equipment item no longer meets NASA definition for control and does not require recording in the NASA PP&E System.

3.3 Equipment Accountability

3.3.1 Purpose. This section establishes requirements for maintaining equipment accountability providing a continuous audit trail of an item from its initial receipt by NASA until accepted at the Disposal Warehouse.

3.3.2 Establishing Equipment Accountability. Accountability of NASA equipment items begins when equipment is received; inspected; and accepted through purchase, lease, received from trade-in, or other methods, including transfer or fabrication.

3.3.3 Receipt and Inspection of Equipment. All equipment acquired for use by NASA and onsite contractors where title vest in the Government will undergo receipt processing and inspection.

3.3.3.1 Receipt of Equipment. There will be one central facility for receiving equipment.

a. The Center SEMO shall establish a single Central Receiving for the receipt, inspection, and establishing control of equipment items.

b. The Equipment Manager shall process all new equipment acquisition transactions, including credit card purchases, receipt of equipment resulting from Vendor Exchanges/Trade-ins, or acquisitions made by contractors as required by contract provisions at the Center's Central Receiving.

c. Purchase card holders and procurement officials shall utilize the address of Center Central Receiving as the delivery address for all property acquisitions, unless direct delivery to a desktop is previously authorized by the SEMO.

d. The SEMO is the approving official for request of direct deliveries to an End User's desktop or to a location other than the Central Receiving. When equipment is approved for direct delivery to an End User, the End User shall:

(1) Immediately notify Central Receiving personnel, the respective PC, or the Center Equipment Manager of the receipt of the equipment directly delivered to their location.

(2) Provide documentation supporting independent receipt and acceptance of equipment.

e. The Equipment Manager or designee shall ensure Department of Defense (DD) Form 250s, or equivalent acceptance documents for equipment delivered to NASA include the necessary equipment information for the creation of an EMR. Incomplete DD Form 250s will be referred to the corresponding procurement officer for correction.

3.3.3.2 Equipment acquired from or through the Excess Disposal Process. NASA organizations may screen and reutilize excess equipment offered by other NASA organizations or from other Federal agencies.

a. The PDO shall establish communications with the Center Equipment Manager to ensure they are made aware of reutilized excess equipment deliveries to Central Receiving for further issue to PCs or End Users or—when approved by the SEMO—issues or deliveries of equipment directly from the PDO to PCs or End Users.

b. Transfers or issue of equipment items from the disposal system are documented on an NF 894.

c. Upon receipt of either the equipment or the NF 894 (prior to issuing the equipment) from the PDO, the Center Equipment Manager shall assign ECN(s) to non-tagged equipment item(s) that meet NASA criteria for control, annotate the assigned ECNs on the approved NF 894, and return the NF 894 to the PDO to complete the transfer of the equipment to the NASA recipient.

d. Upon completion of the transfer, and after the custodian or End User has signed for acceptance of the equipment from the excess warehouse, the PDO shall provide a copy of the completed NF 894 to the Center Equipment Manager or designee.

e. The Center Equipment Manager or designee shall reactivate applicable inactive EMR(s) or create EMR(s) IAW Sections 3.2 and 3.3 of this NPR to establish classification, control, and accountability of the equipment in the NASA PP&E System.

f. To ensure continual accountability of Controlled Equipment, the Equipment Manager and the PDO shall frequently conduct a joint reconciliation of transfer actions to ensure that all equipment meeting NASA criteria for control and issued from the excess warehouse is recorded in the NASA PP&E System.

(1) Equipment not meeting the equipment control criteria will be managed IAW Section 3.2.4 of this NPR, Administratively Controlled Equipment.

3.3.3.3 Inspection of Equipment. A physical inspection of equipment items shall be performed by the Equipment Manager or designated personnel upon receipt and prior to acceptance of accountability and control. Personnel conducting the inspection will:

- a. Inspect equipment for packaging integrity.
- b. Validate that equipment physical description is consistent with the description in acquisition and accompanying shipping documentation.
- c. Ensure that the quantities of equipment items match packing lists and shipping documents and are free of damages and defects.
- d. Notify the property recipient of discrepancies found and initiate a GSA SF 364 or equivalent NASA Form when required.

3.3.4 Tagging NASA Equipment. Prior to delivery to the End User, Controlled Equipment are assigned an ECN and appropriately tagged as follows:

- a. The Equipment Manager or designee shall affix the ECN tag in a visible place, preferably on the front of the item.
- b. Equipment items that cannot be physically tagged due to form, fit, or function will be virtually tagged. Virtual tagging will be by exception only and accomplished by attaching the ECN tag on a printed copy of the item's EMR and including a picture of the item for inventory validation purposes.

(1) The SEMO is the NASA approving official to virtually tag equipment. Division Directors, or equivalent NASA officials, shall submit a written request for approval to the SEMO providing detailed justification to virtually tag the equipment and describing a suitable alternative to physically tagging the equipment. The "Virtually Tagged" flag must be selected in the EMR.

3.3.5 Equipment Cataloging. Equipment cataloging is the means to establish consistency in the equipment inventory database to enhance inventory management efforts and reutilization of equipment.

3.3.5.1 The Agency cataloging process is prescribed in NPR 4100.1. Equipment cataloging is part of the overall supply and material cataloging process.

3.3.6 Equipment Found on Station (FOS). The SEMO or designee shall take immediate action to establish control and accountability for equipment items found at the Center that meet NASA's criteria for control and are not recorded in the NASA PP&E System.

3.3.6.1 The SEMO is responsible for ensuring that an investigation is conducted to determine the root cause for the existence of equipment at the Center without established equipment control.

3.3.6.2 The End User or the person with the most knowledge of the circumstances surrounding the FOS shall initiate NF 1618 and process NF 1618 to document creation of the EMR in the NASA PP&E System.

3.3.6.3 The Equipment Manager or designee shall assign an ECN tag and use acquisition code 12 FOS for the creation of the EMR.

3.3.6.4 The SEMO or designee shall notify the Center Property Accountant when any FOS equipment items are identified that may require capitalization IAW NPR 9250.1.

3.3.6.5 The SEMO shall analyze all facts and findings surrounding FOS investigations and include a summary of FOS investigations in the annual report to the Center Director that includes developed

corrective actions to prevent recurrence.

3.3.7 Accountability of Equipment Situated at Locations Other Than the Owning Center. The NASA Center that owns the equipment is responsible for equipment control and accountability, regardless of physical location of the equipment and until proper transfer of control and accountability is executed using NF 894.

3.3.8 Accountability of Equipment Delivered to a Non-Funding Center. Occasionally, NASA's mission requires a Center to fund and procure equipment with instructions to the vendor to ship the equipment to other NASA Centers. Equipment transfer transactions will be processed using NF 894, IAW section 3.3.9 of this NPR for the continued accountability and management of equipment. The involvement and management oversight from corresponding SEMOs is required as follows:

- a. The SEMO of the Center receiving the equipment is responsible for the security and safeguarding of equipment.
- b. The SEMO of the funding Center shall provide all available acquisition information to the SEMO of the receiving Center for proper inspection and acceptance of the equipment.
- c. Upon receipt of the equipment, the receiving SEMO shall immediately notify and provide a copy of all shipping, receipt, and inspection documentation to the SEMO of the funding Center.
- d. The SEMO of the funding Center or designee shall create an EMR and establish equipment accountability IAW section 3.3 of this NPR.
- e. When the funding and procuring Centers differ, the SEMO of the procuring Center shall provide all available acquisition information to the SEMO of the funding Center for creating the EMR in the NASA PP&E System.

3.3.9 Transfer of Equipment between NASA Centers.

3.3.9.1 The approving authority for the transfer of equipment is the Division Director or equivalent NASA official of the organization owning the equipment.

3.3.9.2 Division Directors or equivalent NASA officials agree to transfer control and accountability of equipment for a specific purpose.

3.3.9.3 Transfers of equipment accountability and responsibility between NASA Centers is documented on NF 894.

3.3.9.4 Processing the NF 894 and the shipment of equipment will be coordinated with the SEMO for logistical support prior to physical movement of equipment to ensure that equipment records are properly updated in the NASA PP&E System.

3.3.9.5 The transfer is coordinated between the SEMOs of both, the owning and gaining Centers.

3.3.9.6 Controlled Equipment transferred between NASA organizations retains its assigned ECN and established EMR.

3.3.9.7 For the Center transferring the equipment:

- a. The Division Director or designee shall initiate the NF 894.
- b. The Equipment Manager shall initiate an equipment transfer transaction in the NASA PP&E

System.

c. The SEMO or designee shall ship the equipment and provide a copy of the NF 894 to the SEMO of the gaining Center.

3.3.9.8 For the Center gaining the equipment:

a. The Equipment Manager or designee shall process received equipment IAW Section 3.3 of this NPR.

b. The SEMO shall obtain signature from the Division Director or program/project manager or designee accepting the equipment.

c. The Equipment Manager shall complete the equipment transfer transaction in the NASA PP&E System within three business days of receipt.

d. The SEMO or designee shall return a completed NF 894 to the "losing" Center Equipment Manager within three business days of acceptance in the NASA PP&E System. See Figure 3-2.

Division Directors, Program/Project Managers, or Heads of NASA Organizations	NASA Organization Owner of the Equipment	NASA Organization Gaining the Equipment
1. Approves the transfer, control, and accountability of equipment for an established purpose.	2. Division Director or designee initiates NF 894.	7. Center Receiving Activity or warehouse receives equipment.
	3. Division Director or designee signs and approves NF 894.	8. SEMO/Equipment Manager validates receipt of equipment IAW section 3.3.3.2, and provides completed copy to losing SEMO within five business days.
	4. SEMO coordinates transaction with SEMO of gaining Center.	9. SEMO or designee obtains signature from Division Director, Program/Project manager.
	5. SEMO/Equipment Manager initiates transfer transaction in the NASA PP&E System.	10. SEMO or designee accepts and completes transfer transaction in the NASA PP&E System within three business days.
	6. SEMO or designee ships equipment and provides a copy of NF 894 to SEMO of gaining Center.	11. PC accepts transaction in EQUIPMENT and assigns equipment to an End User.

		12. SEMO or designee returns a completed NF 894 to the SEMO of owner Center.
PC - Property Custodian SEMO - Supply and Equipment Management Officer		

Figure 3-2 Transfer of Equipment Accountability between NASA Centers

3.3.10 Equipment Transferred From Other Federal Agencies.

3.3.10.1 Transfers of equipment from other Federal agencies requires the approval of the General Services Administration (GSA) IAW 41 CFR pt. 102-36 and NPR 4300.1.

3.3.10.2 The Division Director or designee shall coordinate with the Center SEMO for logistical support and ensure equipment accountability.

3.3.10.3 Upon receipt and acceptance, the Center Equipment Manager shall process equipment IAW (IAW) Sections 3.2 through 3.3 of this NPR.

3.3.11 Control of Equipment Loaned or Leased to NASA.

3.3.11.1 The head of the NASA organization accepting equipment on lease or on loan to NASA shall have a written agreement drafted by the lending or leasing organization clearly stating the purpose and the period of the loan or lease, including any associated cost, mode of transportation, and liability factors.

3.3.11.2 The head of the organization or designee shall submit the draft agreement document governing the loan or lease of the equipment to the Office of Chief Counsel (OCC) for review and concurrence before accepting or taking custody of the equipment.

3.3.11.3 Equipment loaned or leased to NASA for more than 60 calendar days and meeting NASA criteria for control is processed and recorded by the SEMO in the NASA PP&E System IAW Sections 3.2 through 3.3 of this NPR.

3.3.11.4 Leased to Purchase Equipment. The ECN tag should not be replaced when NASA obtains title of a leased item. The Equipment Manager is responsible to update the acquisition method in the EMR from "Lease in (Code 08)" to a "Lease to a Purchase (Code 21)" transaction in the NASA PP&E System.

3.3.12 Unconditional Equipment Donations to NASA from Entities Other Than Federal Agencies. NASA organizations may accept unsolicited and unconditional donations of property from external entities (e.g., private industry and academia) only if the external entity provides a written statement to the Center indicating that the donation is unconditional.

3.3.12.1 The written statement from the external entity needs to clearly list the equipment being donated, including item description, manufacturer, model number, serial number, and fair market value. This information will be used by the Equipment Manager to create the EMR for equipment meeting NASA criteria for control.

3.3.12.2 The Division Director or equivalent NASA official head of the NASA organization accepting the donation shall consult the OCC to review all associated documentation to ensure

acceptability of terms and conditions of the donation before the organization's acceptance of the equipment.

3.3.12.3 Upon concurrence from OCC, the Division Director or equivalent NASA official head of the NASA organization accepting the donation shall notify the external entity that they may release the equipment to NASA.

3.3.12.4 Upon receipt and acceptance, the Center Equipment Manager shall process equipment IAW sections 3.2 through 3.3 of this NPR.

3.3.13 Removal of equipment from the Center for repair under the terms of the warranty.

3.3.13.1 The Center maintains control and accountability of equipment that is removed from the Center for repair, calibration, or maintenance under the terms of the acquired warranty.

3.3.13.2 The SEMO or designee shall update the status of the equipment in the NASA PP&E System by selecting "Detail code 3 - Repair."

3.3.13.3 Applicable transportation/shipping documents and work order requests are used to document the status and physical location of the equipment while the equipment is in maintenance and during the annual physical inventory campaign for record validation.

3.3.13.4 ECN tags, including NF 1517 and NF 1517A, are not to be removed from the equipment.

3.3.13.5 The SEMO or designee shall update the status of the equipment in the NASA PP&E System upon validation of return of the equipment to the Center.

3.3.14 Deactivation of the EMR in the NASA PP&E System.

3.3.14.1 Deactivation of the EMR in the NASA PP&E System is primarily processed by the Equipment Manager. The following are the authorized deactivation transactions in the NASA PP&E System:

- a. Resulting from vendor exchange/trade-in of NASA equipment.
- b. Approved complete equipment cannibalization/modification.
- c. GFP/GFE to a contractor.
- d. Returned leased-in or loaned-in equipment to the owner commercial organization.
- e. Lost, missing, or stolen equipment.
- f. Transfer of equipment accountability to entities outside NASA.
- g. Transfer of equipment accountability to Real Property.

3.3.14.2 Vendor Exchanges/Trade-in of NASA Equipment. Vendors selling equipment to NASA may accept used equipment, regardless of condition, for trade-in against the purchase of new equipment; however, Federal agencies are prohibited by the FMR Subchapter B, part 102-39.45 from exchanging some types of property.

- a. NASA organizations shall not offer NASA-owned equipment to a vendor as a trade-in to reduce the cost of a leasing arrangement.
- b. The following conditions need to be met to trade in old equipment for new equipment:

(1) Trade-ins can only be made for equipment items of a similar nature. Items are considered similar when both fall within a single Federal Supply Classification Group. For instance, equipment in FSC Group 66 (scientific equipment) may apply toward the acquisition of other equipment in FSC Group 66.

(2) The equipment to be traded in is NASA-owned, is not excess to the organization, and the organization has a continuing need for the type of equipment.

(3) The number of equipment items acquired will equal the number of items traded-in unless either:

(a) The equipment item(s) acquired performs all or substantially all of the tasks for which the item(s) traded-in would otherwise be used.

(b) The equipment item(s) acquired and the item(s) traded-in meet the test for similarity specified in 41 CFR102-39.20 that they are a part(s) or container(s) for identical or similar end items.

(4) The equipment to be traded in is not to be acquired for the principal purpose of trade-in.

(5) The Division Director, equivalent NASA official, or designee shall document at the time of trade-in (or at the time of acquiring the replacement equipment if it precedes the trade-in) that the trade-in allowance or proceeds will be applied to the acquisition of replacement equipment.

(6) The Division Director, equivalent NASA official, or designee shall provide procurement documents to the Equipment Manager to process the trade-in equipment transaction IAW Sections 3.2 through 3.3 of this directive.

3.3.14.3 Cannibalization or Modification of NASA Equipment. NASA equipment may be modified to configure the item for a similar purpose, or inoperable equipment may be disassembled and cannibalized for use of serviceable parts, components, or assemblies as replacement parts in useable equipment or for fabricating another equipment item.

a. Cannibalization of NASA equipment will be documented using NF 1617.

(1) The requester shall initiate an NF 1617 and include a justification clearly stating the NASA mission requirement satisfied by the cannibalization/modification of NASA equipment.

(2) The owning Division Director or equivalent NASA official is the reviewing and approving official for cannibalization/modification of NASA-held equipment.

(3) The NF 1617 is reviewed for concurrence by the SEMO prior to the cannibalization/modification of the equipment.

(4) The EMR will remain active until residue of cannibalized equipment is reported as excess and accepted in the Disposal Warehouse.

b. Modifications of NASA equipment is documented using NF 1617.

(1) The End User of the equipment completes an NF 1617 to document the resulting equipment configuration and cost changes. The NF 1617 is submitted to the PC for review and approval by the Division Director or equivalent NASA official and submission to the SEMO.

(2) The SEMO or designee shall:

(a) Review the NF 1617 for completeness ensuring that appropriate item description, cost

adjustments and justification for the modified equipment are included.

(b) Determine the requirement to deactivate the original EMR with "Inactivation Reason Code 73 - Delete Resulting from Assembly/Disassembly" when the item underwent a configuration change that resulted in a different item model, different serial number, or loss of equipment identity.

(c) Process the newly configured equipment item resulting from modifications or incorporation of fabricated parts components and assemblies, with a new ECN tag and create an EMR with "Acquisition Code 11 - Receipt from Assembly or Disassembly" for the proper update of equipment records in the NASA PP&E System.

3.3.14.4 Government Furnished Property/Equipment (GFP/GFE). The Center responsible for the administration of a contract is responsible for accountability of the equipment furnished under the contract.

a. Issue of GFP/GFE to a contractor. The following procedural requirements are to be followed when issuing NASA-held equipment as GFP/GFE to a contractor:

(1) Per NPR 4500.1, NASA equipment issued to a contractor will be documented on contract documents regulated by the FAR and NFS and approved by the CO.

(2) The CO or designee is the NASA reviewing and approving authority of NF 894 when issuing GFP/GFE to a contractor.

(3) The CO or designee shall provide copies of contract documents to the SEMO to support record update in the NASA PP&E System.

(4) The Equipment Manager in coordination with the corresponding Property Administrator (PA) shall prepare an NF 894 as a transfer of accountability document to the contractor.

(5) Equipment Control Tags, including NASA forms 1517 and 1517a, "Property of NASA, U.S. Government" decals attached to equipment issued to contractors are not to be removed from the equipment.

(6) The CO or designee shall obtain contractor signatures on NF 894 and provide to the SEMO and IPO.

(7) Upon receipt of the completed (signed) NF 894 from the contractor, the CO or designee shall provide copies to the SEMO or designee to record GFP/GFE equipment in the NASA PP&E System. The SEMO or designee shall make the EMR record inactive in the NASA PP&E System by processing Inactive Reason Code 67 - "Transfer of Government Furnished Equipment (GFE) to a Contractor," and identifying the applicable contract number.

b. Return of GFP/GFE from a Contractor. At the end of a contract and upon completion of required screening of equipment, some equipment may be retained by a NASA Center and accounted for as follows:

(1) Reutilize the equipment for the performance of work at the Center; in which case:

(a) Per NPR 4500.1, the CO or designee shall coordinate the physical transfer of the equipment with the SEMO.

(b) Upon receipt and acceptance of the equipment, the Center Equipment Manager shall reactivate the EMR with acquisition method 06 - "Receipt by Transfer - From Contractor," and record the

equipment in the corresponding property custodial account.

(c) When the equipment was acquired by the contractor and does not have an assigned ECN or EMR, the SEMO shall proceed IAW section 3.2 through 3.3 of this NPR.

(2) Returned GFP/GFE equipment may be reassigned from one contractor to a different contractor at the Center, in which case:

(a) The CO or designee shall coordinate the physical transfer of the equipment with the SEMO.

(b) The Equipment Manager shall reactivate equipment to document in the PP&E System that the equipment was returned to NASA's control.

(a) The EMR for the equipment shall be made inactive by the Equipment Manager with Inactive Reason Code 67 - "Transfer of Government Furnished Equipment (GFE) to a Contractor" to the succeeding contractor.

(3) Reassign the returned equipment to a different Center for subsequent issue to a contractor, in which case:

(a) The CO or designee shall coordinate the physical transfer of the equipment with the SEMO.

(b) The Center Equipment Manager shall reactivate equipment to document in the NASA PP&E System that the equipment was returned to NASA's control.

(c) The transfer of equipment to another Center shall be processed by the Equipment Manager IAW Section 3.3.9 of this NPR.

(d) The EMR for the equipment is made inactive by the Equipment Manager with Inactive Reason Code 67 - "Transfer of Government Furnished Equipment (GFE) to a Contractor" to the succeeding contractor.

3.3.14.5 Returned Leased or Loaned Equipment to the Owner Commercial Organization. When the loan or lease of equipment to NASA nears expiration, the Equipment Manager shall initiate a transaction in the NASA PP&E System to properly document the timely return of the equipment to the owner commercial organization and to follow the terms of the applicable contract. The following procedures apply:

a. The PC shall prepare NF 894 to document the transfer.

b. The leasing contract official or the NASA official that initiated the loan of equipment shall approve NF 894 for the return of equipment.

c. The custodian shall include all documentation that was provided by the loaner/lesser when the equipment was delivered and accepted by NASA. The documents will be forwarded to the SEMO or designee for approval and processed through the Center's Central Receiving.

d. The PC shall coordinate delivery of the equipment to the Center's Central Receiving or follow Center procedures for shipment. A copy of the completed NF 894 that includes the effective date of the shipment will be forwarded to Equipment Manager for processing in the NASA PP&E System for inactivation of the EMR with "Inactivation Reason Code 69 - Lease-in Returned," or "Inactivation Reason Code 70 - Loan-In Returned."

3.3.14.6 Lost, Missing, Stolen, Damaged, or Destroyed Equipment. When NASA equipment is lost,

damaged, destroyed, or stolen, the End User, the PC, or the person with the most knowledge surrounding the circumstances for the loss shall initiate a Property Survey Report, NF 598, for NASA officials to investigate and review pertinent facts, adjust the EMR status in the NASA PP&E System, and determine the extent of individual responsibility.

- a. The EMR for damaged or destroyed equipment when there is residue is not to be made inactive from the NASA PP&E System upon assignment of a survey investigation number.
- b. Apply the appropriate detail status code for damaged but repairable items.
- c. Apply the appropriate Inactive Reason Code for destroyed items with no residue, lost, or missing.
- d. The acquisition cost is not to be adjusted if the equipment is fully repaired.
- e. Apply the appropriate Inactivation Reason Code if the item is lost or destroyed in orbit.

3.3.14.7 Transfer of Equipment Accountability to Entities outside NASA. Transfer of equipment accountability to entities outside NASA is predominantly a disposal transaction and is addressed in NPR 4300.1.

3.3.14.8 Transfer of Equipment Accountability to Real Property. Transfer of Controlled Equipment to real property results from the affixing or making equipment part of the structure of a NASA facility. In such case, personal property transitions into related personal property, which is governed by NPR 8800.15, Real Estate Management Program. Process the transfer of accountability of personal property to Real Property with "Inactivation Reason Code 86 - Transfer to Real Property."

3.3.15 Reconciliation of EMRs against Asset Master Records (AMR).

3.3.15.1 The SEMO shall assist the Center OCFO Property Accountant (OCFO/PA) by conducting a joint review of the EMR/AMR Integration Report with the Property Accountant to reach data reconciliation of capital equipment.

a. The SEMO shall:

- (1) Meet with the OCFO/PA with a frequency agreed to by both parties provided that 100 percent reconciliation is achieved before the end of the fiscal year, preparatory to annual fiscal audit.
- (2) Ensure that EMRs of NASA-held equipment having a corresponding AMR in the financial system are inventoried each fiscal year IAW Chapter 4 of this NPR.
- (3) Ensure that all additions and deletions of EMRs of NASA-held equipment with an acquisition meeting the capitalization threshold that occurred throughout the fiscal year are reported to the PA.
- (4) Inform the PA of any retag, modifications to, or cannibalization of capital equipment since the last reconciliation meeting.

3.3.16 Equipment in Storage.

3.3.16.1 The nature of NASA operations occasionally makes it desirable for Division Directors or equivalent NASA officials to retain unused equipment to fulfill a specific NASA firm future requirement instead of disposing through the excess process. Equipment may be retained by the Division Director of a NASA organization under the following conditions:

- a. The requestor shall provide a justification to the Division Director.

- b. The period of storage will be finite and must not exceed five years.
- c. The request is approved by the Division Director.
- d. Equipment identified for storage will be reported to the SEMO for processing IAW Center storage requirements.
- e. The SEMO or designee shall ensure:
 - (1) Equipment accountability continues under the assigned property custodial account.
 - (2) The NASA PP&E System is updated to reflect the detail status code 4 ("in storage") of the equipment with the corresponding location identification.
 - (3) The physical inventory of all equipment in storage is executed IAW Chapter 4 of this directive.
- f. The need to extend equipment storage beyond the initial storage period is revalidated by the Division Director of the owning organization and approved by the next higher level of management.
- g. The NASA official at the next higher level of management shall provide approved extensions to the SEMO for record update in the NASA PP&E System.
- h. The retention of equipment in storage for emergency operations is designated by the Center Director or designee.

3.4 Loan of NASA Equipment

3.4.1 The following paragraphs provide the authority, requirements, responsibilities, and procedures for executing and the managing NASA equipment loans.

3.4.1.1 The following requirements apply to all equipment loans:

- a. Equipment loans will be documented and processed using NF 893, Loan of NASA Equipment, except as prescribed in section 3.5 of this directive.
- b. Any NASA employee receiving a loan request for NASA equipment shall refer the request to the corresponding Division Director or equivalent NASA official.
- c. NASA employees endorsing the loan shall provide a written justification on NF 893 clearly explaining the NASA mission requirement satisfied by the loan.
- d. The NASA organization proposing the loan is responsible for creating and gaining approval for any loan or loan extension prior to the movement of equipment to a loan recipient.
- e. The Division Director or equivalent NASA official is the approving official for the loan of NASA equipment and shall certify that the equipment is released without adversely affecting Center mission requirements.
- f. The Division Director or equivalent NASA official shall ensure equipment is returned to NASA IAW the terms of the loan agreement.
- g. Equipment that is not needed by a NASA custodial organization is not to be retained solely for the purpose of a loan. Equipment that is no longer required by the organization needs to be reported as excess IAW Section 3.7 of this directive.

- h. NASA organizations will not issue indefinite loans or loan NASA equipment for an undetermined loan period or series of consecutive loans of the same equipment to the same recipient.
 - i. The period of the loan is to be clearly defined and not exceed four years.
 - j. A loan extension may be granted for a period not exceeding one year.
 - (1) A loan may be extended no more than two times.
 - (2) Each loan extension is approved by the next higher level of management within the organization.
 - k. Equipment loans in support of Space Act Agreements may exceed the four-year limit; however, the loan term will be a finite period of time.
 - l. Requests for modifications to approved loans may be made at the discretion of the SEMO and are approved by all signers of the completed NF 893, and any additional reviewers deemed necessary by the SEMO, before the equipment is loaned.
 - m. The NASA organization proposing the loan retains official accountability for the equipment on loan, and the Division Director or designee owning the equipment shall ensure receipt of annual inventory reports from the borrower.
 - n. The Equipment Manager or designee shall record the date of the annual validation as the "date of last inventory" in the NASA PP&E System for record validation during the physical inventory campaign.
 - o. Loan requests are processed and executed through the Center SEMO for oversight, logistical support, and the proper adjustment of NASA PP&E records.
 - p. The SEMO shall ensure that, for each loan agreement, a case file is established containing appropriate copies of authorizing agreements and all other pertinent supporting documentation.
 - q. The borrower acquires no rights to the equipment. The borrower does not have title to the property and is responsible for the care and return of the property in its loaned form. All supporting documentation of loaned equipment is maintained by the lending PC.
 - r. NASA officials shall not authorize use of the equipment for other than the original intent of the loan agreement without reinitiating the formal loan process for review and approval.
 - s. The Equipment Manager shall generate a monthly "Out Status Expiration Report" from the NASA PP&E System to monitor equipment return dates and initiate appropriate actions to request the return of the equipment.
- 3.4.1.2 In addition to the above requirements, the following apply to loans made external to NASA:
- a. The NF 893 is reviewed for legal sufficiency by the OCC or the Office of the General Counsel (OGC).
 - b. The organization borrowing NASA equipment is responsible to bear all costs associated with the return of equipment to NASA such as disassembly, assembly, handling, and shipping the equipment to the original location at which the equipment was held by NASA or to other locations as agreed between the parties.
 - c. NASA reserves the right to recall, for its own use or the use of another, the equipment provided on

a loan agreement or to withdraw the recipient's authority to use the property at NASA's sole discretion.

d. NF 893s for loans to foreign governments or organizations are reviewed and concurred with by the corresponding Center Export Administrator (CEA) or the Office of International and Interagency Relations (OIIR) to comply with export control requirements and export authority IAW NPR 2190.1.

3.4.2 Requirements for loans between NASA Organizations. The nature of NASA operations and cost-savings initiatives occasionally make it desirable to loan equipment, including program equipment, among NASA Centers.

3.4.2.1 Policy requirements outlined in Section 3.4.1.1 apply.

3.4.2.2 The Equipment Manager of the Center loaning the equipment to another Center shall change the location information and "Detail Status" of the equipment in the NASA PP&E System to reflect the equipment is in a "Loan-Out-Center Loan."

3.4.2.3 Upon return of the equipment, the Equipment Manager shall update the Detail Status and location of the equipment in the NASA PP&E System.

3.4.3 Loans to Private Individuals and Organizations outside NASA.

3.4.3.1 NASA officials will exercise care in the execution of loan agreements and other instruments to ensure that equipment is being used in support of official NASA activities.

3.4.3.2 Policy requirements outlined in Section 3.4.1 apply.

3.4.3.3 NASA organizations may loan NASA-held equipment to:

a. Private Individuals and entities provided that the loan is in the best interest of the Government and the equipment is unique to NASA. NASA equipment that is commercially available will not be loaned to private individuals and entities unless the equipment is needed in an emergency to either protect public safety or health or to preserve other public property.

b. Other Federal agencies, provided the loan is in the public interest.

c. Nonprofit institutions and educational institutions for research purposes. The approving official shall certify that the equipment will be used to satisfy a NASA mission requirement and will not be used by the individual or entity on a Government contract.

3.4.4 Loan of NASA Equipment in Support of Special Programs.

3.4.4.1 Purpose. This section sets forth equipment policies and procedures necessary to support special programs sponsored by NASA. Policy requirements outlined in Section 3.4.1 apply.

a. Small Business Innovation Research (SBIR) Program. Special provisions for equipment loans will be implemented by NASA to comply with 15 U.S.C. § 638.

(1) The SBIR program can either loan or transfer property to eligible organizations and is a three-phase process: A feasibility study phase (phase 1); a proposal development phase (phase 2); and a commitment phase (phase 3). Property may only be loaned in the third phase of the process.

(2) A loan of equipment to a small business is authorized when it is not cost effective to NASA to

permit retention and title transfer to the small business.

(3) Equipment loans are requested by the CO and executed by the SEMO to include the following special provisions:

(a) Loans under the SBIR program shall be authorized and approved by the Center Director or designee.

(b) The provisions of this section supplement any additional existing loan provisions.

(c) Accountability of NASA equipment and the processing of loans is administered IAW the provisions of NPD 4200.1 and this NPR.

b. High Performance Computing and Communications (HPCC) Program. Special provisions regarding equipment loans will be implemented by the Agency to comply with the 15 U.S.C. § 5501 et seq. Schools participating in the 15 U.S.C. § 5501 et seq. program receive special consideration relating to Government property.

(1) The acquisition of equipment for the purpose of loans to K–12 schools is permitted IAW the 15 U.S.C. § 5501 et seq.

(2) Loan agreements for 15 U.S.C. § 5501 et seq. activities are requested by participating schools and need to include the following special provisions:

(a) The loan of NASA equipment needs to be coordinated with the Center HPCC organization and the OCC.

(b) The provisions of this section apply to the 15 U.S.C. § 5501 et seq. program in lieu of existing loan provisions. Accountability and control aspects of the loans will be administered IAW the provisions of NPR 5800.1.

3.4.5 Loans to Government and Non-Government Organizations. NASA equipment may be loaned to Government and non-Government organizations, private individuals, corporations, or other entities, provided the loan is in the public interest and meets the following criteria:

a. Policy requirements outlined in Section 3.4.1 apply.

b. The borrower has both the facilities and capability to secure and safely operate the equipment, including the submission of training and certifications to operate the equipment.

c. The loan benefits the Government.

d. The equipment is not to be modified (if modifications are required, these are reviewed and approved by the Division Director or equivalent NASA official).

3.4.6 Loans to For-Profit Organizations. NASA equipment is available to profit-making organizations IAW the Space Act and specified in the loan agreement.

3.4.6.1 Policy requirements outlined in Section 3.4.1 apply.

3.4.6.2 Equipment loans to for-profit organization are authorized and approved by the Center Director or designee.

3.5 Property Pass to NASA Employees

3.5.1 NASA equipment may be issued, "on pass," to employees to use in support of telework agreements or official travel when considered by the responsible Division Director or equivalent NASA official to be necessary and essential to maintain the productivity and continuity of NASA's mission.

3.5.2 An NF 892, is required for NASA equipment to be removed from a NASA Center or satellite offices. The policy guidelines for using the NF 892 follows:

- a. An NF 892 is used to document property passes to NASA Civil Service employees for a period not to exceed 180 calendar days, including extensions.
- b. An NF 892 will be used to document property passes to onsite contractor employees for up to 30 calendar days, including extensions, to conduct offsite work with the approval of the respective CO.
- c. An NF 892 is not to be used beyond 30 calendar days when contract provisions indicate that the work shall be performed onsite.
- d. An NF 892 outlines the responsibilities of the employee with regard to the proper care and handling of the equipment and clearly states that the employee is subject to disciplinary action or financial liability resulting from the loss, damage, destruction, or theft of the property if negligence or wanton or willful misconduct is proven.

3.5.3 NF 892s are administered as follows:

- a. The requester shall complete and submit the NF 892 to the supervisor and PC for signature and subsequent approval by the Division Director prior to the removal of the equipment from the NASA installation.
- b. At least three copies of the NF 892 will be processed. The employee shall keep one copy with the equipment at all times, one copy shall be provided to the Center Equipment Manager, and one copy will be kept by the corresponding PC.
- c. The NF 892 needs to include the requestor's name and organization identification and the purpose for use and removal of the equipment, clearly explaining why the official use cannot be accomplished onsite during normal business hours.
- d. The Division Director shall certify on the NF 892 that removal of the property by the employee does not adversely affect the performance of official duties in the organization and that the equipment on pass is not excess equipment.
- e. For onsite contractors, the corresponding CO shall concur in removal of equipment from NASA installations.
- f. Property pass requests exceeding time limitation periods shall be reviewed and approved by the SEMO.
- g. A completed copy of the NF 892 is retained by the corresponding PC for the duration of the loan period and destroyed when the return of the equipment to NASA has been verified.
- h. The Equipment Manager shall make the appropriate entry in the EMR to reflect the property "on pass" and indicate Out Status as a "Property Pass to employee" in the NASA PP&E System.
- i. Employees are required to return equipment "on pass" to the originating activity for scheduled

inventory purposes. If the employee is on travel at the time of the inventory campaign, the equipment is to be inventoried before departure or upon the employee's return to the originating activity.

- j. The approved NF 892 shall be produced by PCs upon request during the physical inventory campaign to validate equipment records for unsighted equipment when the equipment is being utilized on official travel.
- k. The End User shall return NASA equipment to NASA when the specified purpose for the pass is no longer valid or by the end of the approved pass period, whichever is earlier.
- l. Requests for extension of the property pass to Civil Servant employees shall be reviewed and approved by the Division Director or equivalent NASA official. Extensions will also be approved by the SEMO when the extension increases the pass period beyond 180 calendar days.
- m. Requests for extension of the property pass to contractor employees shall be reviewed and approved by the CO.
- n. The requester shall notify the corresponding PC when the equipment is returned to the NASA organization owning the equipment.
- o. The PC shall validate equipment returned to the organization and notify the Equipment Manager for the proper update of equipment records in the NASA PP&E System.
- p. Loss, damage, or destruction of Government equipment will be processed IAW Chapter 5 of this NPR.

3.6 Utilization of NASA Equipment

3.6.1 Purpose. This section establishes requirements for the use, custody, care, and reporting of Controlled Equipment by custodial organizations.

3.6.2 Property Management Areas. Designated PCs shall ensure that effective management controls are in place for the areas where Controlled Equipment is maintained. The SEMO is required to establish a property custodial account number for each area. The custodian account number identifies all Controlled Equipment assigned within the area for which the management of the user organization is responsible.

3.6.3 Assignment and Responsibilities of PCs. A PC shall be designated in writing by the corresponding Division Director outlining applicable responsibilities for each defined property management area.

3.6.4 Assignment of Equipment to End Users by PCs.

3.6.4.1 End Users receive a system-generated e-mail notifying them of the equipment assignment and requesting their acceptance or rejection of the assignment in the equipment database. End Users shall accept or reject the equipment assignment in the EQUIPMENT System,

3.6.4.2 The assigned user shall accept responsibility for stewardship of the equipment entrusted to their use and care.

3.6.4.3 Liability generally begins with and is derived from EO 12731 of 17 October 1990, which

states, "Employees shall protect and conserve Federal property and shall not use it for other than authorized activities."

3.6.4.4 End Users shall not delegate the requirement to accept property in the equipment database.

3.6.4.5 The equipment user shall utilize EQUIPMENT (the Web-based front end of the NASA PP&E System) to update equipment records or report any changes of status, location, or user to the responsible PC.

3.6.4.6 The EQUIPMENT System, a Web-based front end of the NASA PP&E System, provides End Users the ability to:

- a. Comply with the requirement to accept or reject receipt for equipment and to cancel a pending property action.
- b. View assigned equipment and related transaction history.
- c. Update location of the equipment.
- d. Generate a property pass.
- e. Request the replacement of unreadable, damaged, defaced, detached, or lost ECN tags.
- f. Initiate excess request of controlled and Administratively Controlled Equipment.

3.7 Request to Excess Equipment

3.7.1 NASA employees are responsible for the continued evaluation of serviceability and need of NASA equipment for the execution of their functions, program, or project, including equipment items located within their areas of operation. Employees shall identify and initiate request for excess reports for equipment no longer needed for operational purposes, obsolete or damaged equipment, equipment beyond repair, and property identified as potential NASA artifacts.

3.7.2 The request for excess of equipment needs to meet the requirements outlined in Chapter 3 of NPR 4300.1.

3.7.3 The excess report initiated by End Users shall be validated by the respective PC.

3.7.4 The End User or PC shall report equipment meeting NASA criteria for control and reported as excess by ECN in the EQUIPMENT system.

3.7.5 The End User or PC shall report Administratively Controlled Equipment identified as excess to the Center PDO through the EQUIPMENT system "Initiate Administratively Controlled Excess Request."

3.7.6 Equipment reported as excess will remain in the property custodial account until accepted in the disposal system and be safeguarded until personnel from the excess warehouse take physical custody of the equipment.

Chapter 4. The Equipment Physical Inventory Process

4.1 Purpose

4.1.1 The purpose of this chapter is to define the requirements, procedures, responsibilities, and authority for the execution of equipment physical inventories and validation of NASA-held equipment records in the NASA PP&E System. The physical inventory process meets 40 U.S.C. 483(b), and 524(1) and (2) requirements to account for property allotted to NASA and minimize retention of excess property.

4.2 Objective of the Physical Inventory

4.2.1 The physical inventory process is a management tool and an essential element of the NASA Equipment Management Program. The process objectives are to:

- a. Validate the existence of NASA-held equipment items recorded in the NASA PP&E System.
- b. Validate the physical location and custodial responsibility for equipment.
- c. Reconcile and update equipment records in the NASA PP&E System.
- d. Obtain information needed by managers to accomplish broader aspects of equipment management such as to identify unused or underutilized equipment and initiate requests to excess NASA-held equipment IAW section 3.7 of this NPR.
- e. Deter misuse, loss, damage, and theft of equipment.
- f. Search and recover equipment reported missing.
- g. Measure performance in the management of NASA-held equipment, such as:
 - (1) Evaluate the effectiveness of equipment control procedures and determine vulnerabilities at the Center.
 - (2) Record validation to assess the completeness and accuracy of equipment records in the NASA PP&E System.
 - (3) Determine and report the number or percent of equipment items that meet NASA control criteria discovered missing at the completion of the inventory. This is an indicator of Center's equipment loss rate experience and proper equipment management practices.
 - (4) Determine the number or percent of equipment items that meet NASA control criteria that are not recorded in the NASA PP&E System (or equipment overages). This is an indicator of the Center's accuracy and success at achieving control of inbound or fabricated items.
 - (5) Validate records for equipment not located on Center (e.g., equipment on loan, on property pass, or off Center for repair or calibration).

4.3 Inventory Plan and Schedule

4.3.1 The Center Equipment Manager shall develop a plan and schedule to physically inventory 100 percent of NASA-held equipment within a fiscal year (October 1 through September 30).

4.3.2 The inventory plan and schedule will address the events listed below:

- a. Allow for contingencies to prevent delays in the completion of the inventory.
- b. Accommodate a planned building move or a major IT refresh.
- c. Indicate whether the inventory will be executed by equipment location or by property custodial account.
- d. If executed by equipment location, include a listing of location(s)/area(s) of responsibility to be inventoried, including offsite locations and secured areas.
- e. Include the following attributes and milestones:
 - (1) Identification of the organization, respective PCs, and property custodial accounts scheduled for inventory.
 - (2) Dates to start and complete pre-inventory activities.
 - (3) Dates to start and complete the 100 percent wall-to-wall inventory and record validation.
 - (4) Dates of any offsite visits and access to secure areas.
 - (5) If applicable, the time allocation for inventory progress reviews between the Equipment Manager and the PC.
 - (6) Time allocation for the Equipment Manager to notify PCs of inventory results.
 - (7) Time allocation for the Equipment Manager to notify the Division Director or equivalent NASA official of inventory results.
 - (8) Dates to start and complete post-inventory activities or inventory reconciliation.
 - (9) Dates for inventory completion and forwarding inventory summary report to the Center Director as outlined in Section 4.6 of this NPR.

4.3.3 The SEMO is the approving official for the inventory plan and schedule.

4.3.4 The SEMO shall forward a copy of the approved Center inventory plan and schedule to the NASA Headquarters LMD Equipment Manager.

4.3.5 The SEMO shall provide the inventory plan and schedule to Division Directors or heads of organizations, projects, and programs.

4.4 Inventory Personnel

4.4.1 The SEMO shall designate, in writing, the individuals responsible for conducting the 100 percent fiscal year inventory and record validation or the execution of special inventories when necessary.

4.4.2 The SEMO or designee shall instruct designated inventory personnel in inventory techniques and procedures. The PC, the Center Equipment Manager, the program/project directors, and other persons with expertise may assist in the execution of physical inventories as necessary.

4.4.3 Inventory personnel should not be record keepers nor accountable for the equipment to be inventoried. PCs are not to be assigned as responsible individuals to inventory equipment in their custodial account to preclude conflict of interest.

4.5 Types of Inventory

4.5.1 In addition to executing NASA's 100 percent equipment density each fiscal year, NASA inventories will be executed when custodial responsibility for equipment is transferred from one person to another, prior to employment termination of personnel from the Agency or departure from his or her assigned NASA organization.

4.5.2 Inventories also will be executed when the SEMO deems necessary to validate the existence and safekeeping of a group or subset of equipment items. The types of NASA inventories include:

- a. Fiscal Year Inventory.
- b. Change of PC Inventory.
- c. Clearance of Personnel for Separation or Transfer.
- d. Special Inventory.
- e. Inventory by Transaction.

4.5.3 Fiscal Year Inventory

4.5.3.1 This section establishes the procedures required to prepare for and complete the 100 percent fiscal year/cyclic inventory and record validation.

4.5.3.2 NASA equipment is identified in the NASA PP&E System by a unique identifier called the ECN. This number appears on a label that is usually attached to Controlled Equipment.

4.5.3.3 A complete 100 percent fiscal year inventory consists of:

- a. Pre-inventory activities.
- b. The wall-to-wall inventory.
- c. Post-inventory activities or inventory reconciliation.

4.5.3.4 Pre-inventory activities. Pre-inventory activities consist of a series of events for a physical location preparation that will be accomplished prior to the initiation of the physical count or scanning to increase the efficiency and effectiveness of the inventory. Pre-inventory activities include the following:

- a. Making Center personnel aware of the processes involved in the inventory campaign. The SEMO or designee shall provide a written notification at least 30 calendar days before the initiation of the wall-to-wall inventory to the Division Director, PC(s), and End User(s) of equipment.

(1) The notification needs to reach stakeholders who may be directly or indirectly impacted by the physical inventory activities (e.g., customer organizations, commercial partners, or recipients of equipment on loan).

(2) The notification will include instructions regarding required activities to facilitate and expedite the wall-to-wall inventory.

(3) At a minimum, the notifications will include:

(a) The requirement of Division Directors to execute walk-through inspections per this directive.

(b) Completion of any pending equipment transfers in the NASA PP&E System.

(c) Coordination to return equipment on property pass to the Center.

(d) Readiness of Center organizations to produce documents that support the status of equipment in maintenance or loan.

(e) Informing PCs and the Division Director of any anticipated impact that the execution of the inventory may bring to work activities in their organization such as readiness to open cabinets, facilitate the movement of equipment, or other necessary action that may cause disturbance to the organization or that require action from the employees.

(4) The notifications will provide guidance to stakeholders on the following:

(a) Distributing equipment listings to the lowest level of responsibility.

(b) Organizing work areas and storage locations (e.g., access to storage cabinets or secured facilities).

(c) Recalling items as needed (e.g., equipment supporting telework agreements or equipment on property pass).

(d) Identifying and segregating items to facilitate the physical count/scanning of equipment.

(e) Identifying items in maintenance facilities and ensuring supporting documents are on hand.

(f) Ensuring that all inventory items have ECN labels or identification.

(g) Verifying that items are in the correct location as recorded in the NASA PP&E System database.

(h) Pre-counting fixed or static equipment items.

(i) Identifying equipment no longer required for the purpose of the appropriation used to make the purchase, obsolete items, and initiating requests to excess equipment IAW Section 3.7 of this NPR.

(j) Requesting recipient organizations of equipment on loan to perform physical inventory of equipment on loan to them and report results.

(k) Any other activity deemed necessary by the SEMO to ease the inventory process.

b. Walk-Through Inspections.

(1) Each Division Director or equivalent NASA official, accompanied by the corresponding PC, shall conduct a walk-through inspection of their property areas to maintain adequate inventory control and accountability requirements for equipment under their control by continuously surveying

the property to identify excess as required by 40 U.S.C. § 524(a) (2).

(2) The walk-through inspection includes all locations both onsite and offsite for each property management area, identifying idle or underused equipment that is no longer needed or that is expected to become idle or underused in the near future.

(3) The property End User shall initiate request(s) to excess equipment no longer required IAW Section 3.7 of this NPR.

(4) The Division Director shall prepare a Memorandum for the Record describing the results of the walk-through inspection and forward it to the SEMO IAW SEMO guidelines.

(5) The SEMO shall include a summary of the walk-through inspection(s) results executed at the Center in the inventory summary report to the Center Director as outlined in Section 4.6 of this NPR.

c. Training and Communication.

(1) The Equipment Manager shall deliver training to stakeholders as necessary to ensure that individuals involved in the physical inventory have all necessary skills and information for a successful inventory.

(2) The Equipment Manager shall conduct briefing sessions to ensure that all Center employees affected by the physical inventory are familiar with established objectives and validation techniques.

4.5.3.5 The wall-to-wall inventory.

a. The physical inventory is to be conducted discretely and with minimal disturbance to the organization.

b. The inventory team shall make a visual check of the condition of the equipment and develop a list of evidently damaged equipment.

c. Damaged equipment will be scanned and acknowledged as accounted for.

d. Equipment that appears to be excess, worn out, or in obvious need of repair will be noted as such during the inventory.

e. The results of the inventory provided to the Division Director will highlight observations for corrective action by the appropriate PC or assigned user.

f. The inventory validation is accomplished through a combination of the wall-to-wall physical count, scanning of ECN tags, validation of virtual tagging, and validation of transaction documents for equipment not physically located at the Center during the execution of the inventory.

g. The Inventory Team shall physically count the number of weapons at the Center, compare the model(s) and serial number of weapons with those listed in the NASA PP&E records, make a list of any differences, and immediately report any discrepancies to the SEMO.

h. The Inventory Team shall physically validate equipment virtually tagged, when feasible.

i. Equipment items not located on the Center will be included in the execution of the fiscal year inventory such as equipment on loan to other NASA Center(s) or to an organization outside NASA;

in maintenance or in support of rotational exhibits; in orbit; or in transit status.

j. Items found and identified as loaned from other PC accounts or from other management areas are reconciled by the owning PC.

k. Equipment on loan or lease from organizations outside the Center will be inventoried IAW the Center inventory schedule and results reported to the owning organization accordingly.

l. Equipment FOS during the inventory that meets the criteria for control will be identified to the using organization, tagged, and recorded during the inventory. FOS equipment is processed IAW Section 3.3.6 of this NPR.

4.5.3.6 Post-inventory activities or inventory reconciliation.

a. Reconciliation and adjustment to equipment records in the NASA PP&E System will be supported by appropriate documentation and be accomplished prior to closing the inventory, but no later than September 30.

b. Maintenance documents will be current and valid for equipment in maintenance. Open maintenance requests need to be verified with the supporting maintenance organization.

c. The Center Equipment Manager or designee shall input adjustments in the NASA PP&E System within three business days of discovery determination.

d. Adjustments for lost, damaged, or destroyed equipment will be processed IAW Chapter 5 of this NPR.

4.5.4 Change of PC Inventory.

4.5.4.1 When a property custodial account changes hands, the outgoing PC and the newly designated (incoming) PC shall execute a joint 100 percent physical inventory of the equipment assigned to the custodial account before acceptance by the incoming custodian.

4.5.4.2 The outgoing PC must initiate and achieve resolution to all differences discovered as a result of the inventory prior to relinquishing responsibility of the property custodial account to the incoming PC.

4.5.4.3 The outgoing PC must conduct a causative research for differences, if any.

4.5.4.4 A PC Inventory also will be executed:

a. At the discretion of the SEMO, Division Director or head of organization.

b. When the PC permanently leaves the organization or when a PC is no longer available due to employment dismissal, the Division Director shall identify a replacement PC or designate an individual to execute the equipment inventory as outlined in this section.

c. When the PC is temporarily reassigned (detailed) to another organization for more than 30 calendar days.

4.5.4.5 Inventory team personnel may be contacted for assistance in the execution of the inventory.

4.5.4.6 Causative research includes, but is not limited to, comparing all transactions to records in the NASA PP&E System against documents that support those transactions, searching storage areas controlled by the organization, and ensuring that equipment identity was not destroyed by

consolidation, disassembly, or mislabeling. When no conclusive findings are made, take the following actions:

- a. Report FOS IAW Section 3.3.6 of this NPR.
- b. Account for equipment shortages IAW Chapter 5 of this NPR.

4.5.4.7 Prior to the departure of the outgoing PC, the incoming PC shall provide a statement to the SEMO and to the corresponding Division Director confirming that all equipment items were inventoried and that all differences (if any) were resolved.

4.5.5 Clearance of Personnel for Separation, Termination, or Transfer

4.5.5.1 The SEMO or designee shall clear NASA and contractor personnel from the respective Center separating or terminated from the Agency, transferring to another NASA Center, or transferring to another organization within a Center of accountability and responsibility for the NASA-held equipment assigned to them.

4.5.5.2 The SEMO or designee is the NASA official with authority to clear NASA personnel from equipment accountability and responsibility on applicable clearance documents. The following will be accomplished, as a minimum, prior to the departure of the End User from the NASA organization:

- a. The PC shall validate the existence of equipment prior to the departure of the End User.
- b. The PC shall transfer accountability and responsibility of the equipment to replacing personnel, report as excess, or retain accountability and responsibility for the equipment by self-assignment as End User of the equipment in the NASA PP&E System.
- c. The newly assigned End User shall accept responsibility of the equipment or report any discrepancy to the PC before acceptance.
- d. The PC shall notify the SEMO upon satisfactory completion of the transfer of equipment accountability and responsibility to the new End User for proper clearance of personnel from the NASA Center.
- e. Unresolved differences pertaining to equipment accountability will be processed IAW Chapter 5 of this NPR.

4.5.6 Special Inventory

4.5.6.1 A special inventory is a non-cyclic inventory that is conducted when directed by the SEMO.

4.5.6.2 The SEMO may direct the execution of the inventory by scanning or by physically inspecting the equipment to validate equipment information recorded in the NASA PP&E System.

4.5.6.3 The SEMO may opt for the execution of a special inventory for one of the following reasons and objectives:

- a. For contract closure to validate IAGP records IAW contract provisions.
- b. Recurrent losses of equipment, such as laptop computers, to detect theft or neglect.
- c. When there is a Center or Center organization concern regarding accountability of NASA equipment.

4.5.7 Inventory by Transaction

4.5.7.1 Inventory by transaction is a NASA-approved indirect method to execute the physical inventory other than the scheduled, routine, and deliberate actions taken during the annual inventory campaign as outlined in this chapter.

4.5.7.2 Inventory by transaction is accomplished when the processing of an equipment record update is the result of a transaction that involves the physical touch of the equipment item. The following are the only acceptable transactions to validate inventory records:

- a. The processed transaction to record the EMR reactivation of equipment items.
- b. The processed transaction to record the retag of equipment items.
- c. The processed transaction to record an equipment item returning from loan, maintenance, repair, or property pass status.
- d. The processed transaction to record the End User acceptance of an equipment item.

4.6 Inventory Reports

4.6.1 This section identifies the inventory summary reports that will be developed and provided to NASA HQ, the Center Director, Division Directors, and PCs.

4.6.2 The SEMO shall provide an Inventory Summary Report to the Logistics Management Division (LMD) at HQ and the Center Director.

4.6.2.1 The inventory summary report will be submitted to the Center Director within 30 calendar days from the closing of the inventory and a copy forwarded to LMD within 45 calendar days from the closing of the inventory.

4.6.2.2 The inventory summary report data, segregated by division-level organization totals and Center totals, should include the following:

- a. A description of the inventory process followed at the Center and summary of the results of the physical inventory for the ending fiscal year.
- b. List of division-level organizations, number of equipment items, and total acquisition cost for each division-level organization at the start of the fiscal year.
- c. Quantity of equipment items and total acquisition cost for the Center at the start of the fiscal year.
- d. List of division-level organizations, number of equipment items, and total acquisition cost for which a physical inventory was completed during the period.
- e. Number of equipment items and total acquisition cost for the Center for which a physical inventory was completed during the period.
- f. Total quantity and acquisition cost of equipment items added to the records found on station (FOS) during the physical inventory.
- g. Total quantity and acquisition cost of items discovered missing, lost, or stolen.
- h. A complete root cause analysis surrounding the loss, damage, or destruction of equipment items subject to the Property Survey Report Process.

- i. A summary of the results of Property Survey Reports Processed in the fiscal year.
- j. Total quantity and acquisition cost of equipment items that were previously surveyed and added to the records (recovered) as a result of the physical inventory.
- k. Conclusions reflecting the overall result of the inventory for the period and any procedural changes initiated following analysis of the inventory results such as significant discrepancies in count that may indicate theft, poor security, inadequate documentation of receipts, or issues or other Center challenges in controlling NASA equipment.

4.6.3 The Equipment Manager shall also provide an Inventory Summary Report to Division Directors and PCs.

4.6.3.1 The SEMO or designee shall provide a report to Division Directors and respective PC(s) within 30 calendar days after completion of the fiscal year inventory of the property management area (division level). The report consists of the following:

- a. Total number of equipment items and acquisition cost at the initiation of the inventory.
- b. Quantity and total acquisition cost of items recorded in the property custodial account that were not located (missing).
- c. Number and total acquisition cost of unrecorded equipment items in the NASA PP&E System found in the inventoried area that meet the criteria for control FOS. Finding equipment that has not been recorded in the NASA PP&E System may indicate inadequate interfacing with procurement, lack of procurement practices, or failure to report the acquisition of equipment by End Users.
- d. Any errors discovered for equipment location, which may indicate potential problems in documenting equipment movement, inadequate training of PCs, or poor recordkeeping.
- e. Total of equipment items that are no longer required by the organization and were turned in to the disposal office for appropriate action.
- f. General observations noted during the execution of the inventory.
- g. Total quantity of equipment items and total acquisition cost at the conclusion of the inventory.
- h. Recommended corrective actions to noted observations and differences. ?

4.7 Inventory Files

4.7.1 The Equipment Manager shall maintain inventory files for each PC account within a division-level equipment management area.

4.7.2 Each file will contain necessary documents to clearly indicate the status and results of the inventory in each area. Examples of documents to be included are:

- a. Notification to the PC of the plan and schedule for the inventory.
- b. Any correspondence between equipment management personnel and PC/Division Director regarding the inventory.
- c. Designation of individual personnel responsible for executing the inventory.

d. Copy of inventory results.

e. Any corrective actions initiated or executed by the PC/Division Director.

4.7.3 Files will be retained IAW NPR 1441.1.

Chapter 5. Property Survey Process for Lost, Damaged, Destroyed, or Stolen Government Property

5.1 Purpose

5.1.1 This chapter provides the administrative and procedural requirements to account for lost, damaged, destroyed, or stolen Government property.

5.1.2 The property survey process is an administrative action whereby the loss, damage, destruction, or theft of Government personal property, including equipment and supplies and materials, is documented, reviewed, and investigated for the purpose of adjusting NASA property records, when applicable, and determining whether recommendation for financial liability, personnel action, or both is necessary against an individual(s). The property survey process also serves to review and provide recommendations for:

- a. Damages or losses of Government property resulting from vehicle accidents. A NASA transportation asset is NASA equipment.
- b. Developing corrective action when there are repetitive or significant cumulative losses, including losses of Administratively Controlled Equipment.

5.2 Applicability

5.2.1 This chapter is applicable to:

5.2.1.1 Personal property at NASA Headquarters, NASA Centers, and subinstallations when accountability and control is the responsibility of the Government and the official records are maintained as follows:

- a. Equipment recorded in the NASA PP&E System and reporting criteria is outlined in this chapter.
- b. Personal property recorded in the DISPOSAL system and reporting criteria is outlined in NPR 4300.1.
- c. Supply and Materials recorded in the SUPPLY Management System (SMS) and reporting criteria is outlined in NPR 4100.1
- d. Equipment recorded in the TRANSPORTATION Management system and reporting criteria is outlined in NPR 6200.1.
- e. Administratively Controlled Equipment when wrong doing, negligence, or unacceptable losses is suspected.

5.2.1.2 Non-Government property at NASA Headquarters, NASA Centers, and subinstallations when property accountability is the responsibility of NASA as outlined in Section 3.3.11 of this NPR.

5.2.1.3 Onsite contractors whose contracts operate under 48 CFR 1852.245-71 are required to establish and adhere to a system of written procedures for compliance with the user's responsibilities. Such procedures include holding contractors financially accountable for the loss, damage, destruction, or theft of Government property. Recommendations of the SO or the SRB are referred to the corresponding CO for execution in accordance to applicable contract provisions.

5.2.2 This chapter is not applicable to Government property held by a contractor or grantee outside a NASA Center whose records serve as the custodial property records, and NASA property is accountable under a NASA contract or grant absent the IAGP contract clause, the applicable contract or grant language from the FAR, and the NFS.

5.3 General Policy

5.3.1 A NF 598 is utilized to document the circumstances surrounding the loss, damage, destruction, or theft of Government property and to support the adjustment of NASA's accountability records, when applicable. NF 598 also is used to document a recommendation of financial liability, adverse personnel action, or both assessed against an individual(s) or entity; recommend a process improvement; or relieve individual(s) from responsibility for the loss, damage, or destruction of property.

5.3.2 The End User or the person with the most knowledge of the circumstances shall initiate an NF 598 within three business days after discovery and determination that property has been lost, damaged, destroyed, or stolen.

5.3.3 When theft is suspected, the Center Security Office is to be notified immediately whether the theft occurred on or off Center. A copy of the Security Officer's investigative report and findings is attached to the Property Survey Report as an exhibit.

5.3.4 Mandatory Initiation of a Property Survey Report.

5.3.4.1 The individual discovering the loss, damage, or destruction shall initiate and process an NF 598 when one or more of the situations below exists:

- a. When loss, damage, destruction, or theft of personal property has occurred.
- b. Serial number changes to weapons if changes involve more than one character or digit.
- c. The total handling loss of a specific bulk petroleum product exceeds the allowable loss for that product, and the dollar value of the total loss exceeds thresholds specified in NPR 4100.1.
- d. Loss or damage to NASA-owned vehicles as specified in NPR 6200.1, a vehicle leased to NASA, or a vehicle that was rented due to non-availability of vehicle assets.
- e. Loss, damage, or destruction resulting from a fire, vandalism, or natural disaster.
- f. When directed by the SEMO or the Center Director.

5.3.4.2 The individual responsible for the property at the time of the incident shall ensure that an NF 598 is initiated and processed through his or her respective PC and keep informed his or her respective Division Director or equivalent NASA official.

5.3.5 Collateral Investigations

5.3.5.1 The circumstances surrounding personal property that is damaged or destroyed may be subject to being investigated by three independent and concurrent investigations (each a Collateral Investigation):

- a. The Safety Office to identify cause and prevent recurrence per NPR 8621.1.
- b. Security/Protective Services Office Investigation.
- c. Motor Vehicle Accident Report (SF 91).

5.3.5.2 Documents generated as a result of Collateral Investigations may be used to support the recommendations made by the SO/SRB; however, adjustments to property records and SO/SRB recommendations for administrative action or financial liability against an individual(s), or both, will be recommended on the NF 598.

5.3.5.3 Mishap Investigations.

a. Mishap or Close Call investigations for property damaged or destroyed are executed IAW NPR 8621.1 and in parallel to Property Survey Report investigations as outlined in this chapter. Mishap investigations focus on safety issues while Property Survey Report investigations focus on accountability and assessment of liability and responsibility.

b. The individual initiating the Property Survey Report shall enter the words "See attached mishap investigation" in block 9 of section I, NF 598, when a mishap investigation has been initiated or processed for the same incident.

c. For Mishap or Close Call investigations the SEMO shall:

(1) Obtain a completed copy of the findings and recommendations resulting from the mishap investigation, to the extent allowed by NPR 8621.1, and attach the mishap investigation report to the NF 598 as an exhibit for review by the SO/SRB.

(2) Update the EMR IAW Section 3.3.14.6, of this NPR.

(3) Process residue or damaged/destroyed property IAW Section 3.7, Request to Excess Equipment, of this NPR.

(4) Notify the Center Property Accountant of any necessary adjustments to the records of capital equipment.

d. The SO/SRB shall perform their assessment after completion of the mishap investigation and continue the processing of the NF 598 as appropriate.

5.3.5.4 Security/Office of Protective Services Investigation. In addition to property survey report investigation per this NPR, there are circumstances that warrant an investigation for missing or stolen property and misuse of Government property per Chapter 2, NPR 1600.1.

a. The SEMO shall coordinate the release of information concerning reported missing and stolen Government property with the Center Chief of Protective Services/Chief of Security (CCPS/CCS) as necessary to ensure proper accountability of controlled property and records update in compliance with this NPR.

b. On completion of the security/office of protective services investigation, the SEMO shall obtain a

completed, thoroughly documented copy of the findings and recommendations resulting from the investigation to the extent allowed by NPR 1600.1 and attach the investigation report to the NF 598 as an exhibit for review by the SO/SRB as applicable.

5.3.5.5 Motor Vehicle Accident Report (SF 91).

- a. NASA Headquarters and NASA Centers, including Component Facilities, when authorized to use the SF 91 to document the circumstances surrounding motor vehicle accidents, will attach the completed SF 91 to an NF 598 when a motor vehicle is damaged or destroyed in an accident.
- b. The Survey Officer shall process completed copies of the SF 91 received by the SEMO as a Collateral Investigation to the NF 598.
- c. The SEMO shall provide completed copies of the SF 91 and corresponding NF 598 to the Center Transportation Motor Vehicle Operations Officer, who will keep a copy for his/her records.

5.4 Procedures

5.4.1 The End User shall:

5.4.1.1 Immediately notify the respective supervisor and PC when personal property is determined lost, damaged, destroyed, or it is believed stolen.

5.4.1.2 Immediately notify the Center Security/Protective Services and Security Information offices when theft is suspected regardless of whether the theft occurred on or off Center. The respective supervisor or PC will take this action in the absence of the End User and IAW NPR 1600.1.

5.4.1.3 The End User or the individual who last had physical possession of the property is the primary originator of NF 598. The originator will complete Section I of an NF 598 (Basic Data), identifying all equipment, supply, and materials lost, damaged, or destroyed and submit the NF 598 to the respective PC for processing.

- a. Losses discovered of supplies and materials will be reported to the SEMO IAW NPR 4100.1.
- b. Losses discovered of items recorded in the DISPOSAL system will be reported to the corresponding custodian PDO.
- c. Any supporting documents will be attached to the NF 598 as an exhibit that may help to clarify the circumstances surrounding the loss, damage, destruction, or believed stolen property.

5.4.2 The PC shall:

- a. Complete Section I of an NF 598 (Basic Data) when the PC is the End User of the property or when the End User or the individual who last had possession of the property is unknown or is no longer a NASA employee.

Note: The corresponding Property Administrator of a contract will complete Section I of NF 598 in the absence of a contractor employee when the End User or the individual who last had possession of the property is the contractor employee.

- b. On receipt, review NF 598 report(s) for accuracy and completeness and correct or return an incorrect or incomplete NF 598 to the originator for appropriate action.
- c. Sign and date an accurate and complete NF 598 and forward it to the SEMO for further processing.
- d. On receipt, immediately inform the respective Division Director or equivalent NASA official of the circumstances surrounding the initiation of the NF 598 for the loss, damage, destruction, or theft of property discovered within his or her organization.
- e. Keep the Division Director informed of the progress of the investigation throughout the processing of the NF 598.

5.4.3 The SEMO or designee per authority granted by the Center Director shall:

- a. Ensure that each survey report is assigned a survey investigation number on receipt. The survey investigation number will be entered in block 2 of NF 598. The intent of the assignment of the survey investigation number is to ensure management awareness of the initiation and tracking of an NF 598 until completion. All related documents submitted with NF 598 or subsequently added documents to a survey report will be identified with the same survey investigation number assigned to the NF 598. Configuration of the survey investigation number is determined by the SEMO and subject to Center requirements.
- b. Maintain a Property Survey Report Register. Enter survey investigation numbers in sequence and in the order they are assigned to survey reports. Complete the information required on the register from the data provided on the NF 598 and subsequently update the entry on the register as the processing of the survey progresses until final approval of the NF 598. The register and all survey files are to be retained according to NPR 1441.1.
- c. Review the information entered in Section I of the NF 598 along with any exhibits provided by the originator and when the property is missing or lost, authorize processing of a detail status update to the EMR or of the inactivation of the EMR in the NASA PP&E System with Inactive Reason Code #71, "Missing Equipment."
- d. Reject and return incorrect or incomplete NF 598s to the respective PCs for appropriate action.
- e. For damaged or destroyed property when there is residue, authorize processing detail status updates per section 3.3.14.6 of this NPR.
- f. Forward survey reports to the SO if the NF 598 is complete and accurate.
- g. Serve as technical advisor to the SO/SRB concerning inventory management processes, policies, procedures, and individual responsibility for accountability and safeguarding of personal property as outlined in this NPR.
- h. Thoroughly brief and provide a copy of this NPR to the SO and members of the SRB concerning inventory management processes, policies, procedures, and End User responsibilities for accountability and safeguarding of property as outlined in this NPR.
- i. Implement administrative action(s) to correct the causes of delays that may result in exceeding the time limits established by this NPR to process the NF 598.
- j. Monitor implementation and compliance of SO/SRB findings and recommendations resulting

from the property survey process.

k. Provide a copy of the complete survey report for equipment meeting the capitalization criteria to the respective Center Property Accountant, as appropriate.

5.4.4 SO and SRB Responsibilities.

5.4.4.1 The SO and SRB responsibility is to determine the cause and value of the loss or damage of the personal property listed on the NF 598. The SO/SRB shall determine whether to relieve all concerned from responsibility and liability for the loss, damage, or destruction of the property or to assess and recommend financial liability, adverse administrative action, or both against an individual or individuals.

5.4.4.2 The SO/SRB shall determine the root cause(s) for the circumstances adversely affecting the proper management of personal property and provide recommendations to organization heads for implementing corrective actions to prevent recurrence.

a. The SO/SRB determination will be made founded on the facts identified during a thorough and impartial investigation. Individuals may be held financially liable for the loss or damage of Government property if they were negligent or committed willful misconduct and their negligence or willful misconduct is the proximate cause of the loss or damage to the property.

b. The SO/SRB needs to have an understanding of the terms "responsibility, culpability, proximate cause, and loss;" as each term impacts the determination of the recommendation.

5.4.4.3 The SO shall:

a. Act independently and directly represent the Center Director in investigating facts provided on an NF 598 and the results of Mishap and Close Call cases involving property damage or destruction of Government property as recorded in the NASA Incident Reporting Information System (IRIS).

b. Confer with the SEMO to ensure that required survey report processing times are met and request assistance and technical advice.

c. Reject and return to the SEMO survey reports that do not contain a clear understanding of the circumstances or are incomplete for appropriate action.

d. Confer with OGC/OCC attorney for legal opinion. Attorneys are trained in matters of negligence standards, conflicts of interest, and sufficiency of evidence.

e. Review all survey reports (NF 598) within ten business days from receipt.

f. Forward all survey reports in which negligence, willful misconduct, or wrongdoing is suspected to the SRB for further processing.

g. Convene a SRB to review and process survey reports with suspected negligence, willful misconduct, or wrong doing.

h. Suspend SRB action if advised by Center security of a potential criminal investigation.

(1) The SO shall not reconvene the SRB until notified by Center security that proceedings may continue.

(2) Report survey reports under criminal investigation to the Office of the Inspector General if

surveyed equipment is in custody of individuals or entities not located on Federal facilities.

(3) Inform the Center Security Officer of the status of reported or suspected thefts of Government property regardless of whether the theft, loss, damage, or destruction occurred on or off the Center.

5.4.5 Time Constraints for the Processing of NF 598.

5.4.5.1 Initiate and complete the processing of the NF 598 within 48 business days following the discovery and determination of the loss or damage of Government property. Total processing time equals the difference in business days between the date of discovering the discrepancy and the date the NF 598 is approved. The time used to obtain a legal opinion from OCC/OGC and the appeal process (if applicable) will not be included in the total processing time.

5.4.5.2 The following paragraphs (a through f) and Table 5-1 (NASA Property Survey Report Process Timeframes) depicts the time segments for the initiation and processing of an NF 598. The SEMO may adjust the time segments at their discretion; however, the total processing time is not to exceed 48 business days.

a. An NF 598 shall be initiated by the End User or by the individual with the most knowledge of the incident when the End User is not available within three business days of discovery of the loss, damage, destruction, or theft of property and forwarded to the PC for review and processing. The End User is to complete Section I (Basic Data) of NF 598 and provide detailed information surrounding the incident that cause the loss, damage, or destruction of property.

b. Upon receipt, the PC shall review the NF 598 for completeness and forward to the SEMO within five business days, otherwise, return to the End User for proper action. The respective Division Director, head of organization, CO, or equivalent NASA official will accomplish this action if the PC is the person under investigation.

c. Upon receipt, the SEMO shall review the form for completeness, assign a Survey Investigation Number, and forward the NF 598 to the SO within ten business days of receipt or return incomplete NF 598s to the PC for appropriate action.

d. On receipt, the SO shall review the Property Survey Report for completeness and process the NF 598 within ten business days.

e. The SO shall review the information entered in Section I of the NF 598 along with any exhibits provided by the originator. The SO shall consider the following:

(1) The NF 598 has been directed by the SEMO or the Center Director.

(2) Sufficient information exists to provide a clear understanding of the circumstances surrounding the loss or damage of property and to determine the proximate cause.

(3) Whether the circumstances surrounding the loss, damage, destruction, or theft of property warrants further investigation by the SRB. Otherwise, the SO may proceed to complete and approve the NF 598.

f. The SRB shall complete its investigation, including findings and recommendations, within 20 business days of receipt of an NF 598.

Timeline (Days)	Party Responsible for Action	Action
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0 - 3	End User (individual last using the property)	<ul style="list-style-type: none"> • Notifies corresponding supervisor and PC • Conducts causative search • Initiates NF-598 • If theft is suspected, notifies Protective Services/Security Office within one hour • If applicable, initiates mishap report IAW NPR 8621
4 - 8	PC	<ul style="list-style-type: none"> • Reviews NF 598 for accuracy and completeness • Notifies Division Director • If complete and thorough information is provided, forwards document to SEMO • Otherwise, returns document to End User for review/additional documentation
9 - 18	SEMO	<ul style="list-style-type: none"> • Assigns Survey Investigation Number to NF 598 • Reviews NF 598 for thoroughness and completeness • If complete and thorough information is provided: <ul style="list-style-type: none"> • When applicable, adjusts EMR in the NASA PP&E System • Forwards document to Survey Officer. • Otherwise, returns document to the PC for review/additional documentation
19 - 28	SO	<ul style="list-style-type: none"> • Reviews NF 598 • If incomplete, returns to SEMO for additional information • If complete, and upon review of NF 598, no fraud, waste, willful misconduct, negligence, or theft is suspected: <ul style="list-style-type: none"> • Develops findings and recommendations • Obtains legal review/opinion from OGC/OCC • Issues findings and recommendations and completes NF 598 • Returns to SEMO for final action and process • If complete, and fraud, waste, willful misconduct, negligence, or theft is suspected, forwards NF 598 to SRB for further processing
29 - 48	SRB	<ul style="list-style-type: none"> • Reviews NF 598 • Assesses liability, any adverse administrative action, any process improvement, and develops findings and recommendations • Obtains legal review/opinion from OGC/OCC

		<ul style="list-style-type: none"> • Issues findings and recommendations, completes NF 598, and forwards to SO
	OGC/OCC	<ul style="list-style-type: none"> • Reviews SO/SRB findings and recommendations for legal sufficiency and provides legal opinion • Completes providing legal opinion and returns NF 598 to SO and SRB Chairperson
	SEMO	<ul style="list-style-type: none"> • Reviews SO/SRB findings and recommendations • Completes entry in the Property Survey Report register • Forwards completed NF 598 to Division Director, Chief or Equivalent, or CO
	Division Director, Chief or Equivalent, CO	<ul style="list-style-type: none"> • Reviews SO/SRB findings and recommendations • If non-concurs with SO/SRB findings and recommendations: <ul style="list-style-type: none"> • Completes (with comments) and returns NF 598 to SEMO • Initiates appeal memorandum to the Center Operations Director within five business days of receipt • If concurs with findings and recommendations: <ul style="list-style-type: none"> • Implements SO/SRB recommendations (e.g., initiate administrative action with Human Resources/OCFO) • Completes NF 598 and returns NF 598 to SEMO within five business days of receipt
	Center Operations Director	<ul style="list-style-type: none"> • Reviews request for adjudication/appeal from the Division Director <ul style="list-style-type: none"> • Reviews NF 598 and all exhibits • Meets with SEMO, SO/SRB, and Division Director as necessary • Provides adjudication in a separate memorandum to Division Director, SO/SRB, and SEMO within 5 business days of receipt

(1) The SRB will convene as often as necessary to meet this requirement.

(2) The SRB will provide a completed NF 598 to the SO for concurrence and approval.

g. On receipt, the SO shall complete and forward the NF 598 and all supporting documentation to the SEMO for further distribution to the Division Director or equivalent NASA official or for filing IAW NPR 1441.1, NASA Records Retention Schedules.

h. On receipt, the Division Director or equivalent NASA official, or CO, reviews the findings and recommendations from the SO/SRB and either concurs or non-concurs, completes NF 598, and returns NF 598 to the SEMO within five business days.

(1) If Division Director concurs with the SO/SRB findings and recommendations, executes the recommendation(s) and the SEMO monitors compliance.

(2) If the Division Director non-concurs with the SO/SRB findings and recommendations, initiates an appeal memorandum requesting adjudication from the Center Operations Director.

i. On receipt, the Center Operations Director reviews NF 598 and the justification for the appeal. Provides the result of his or her review and adjudication in a separate memorandum within five business days to the Division Director and the SEMO.

5.4.6 Disposition of Damaged Property.

5.4.6.1 The originator of an NF 598 shall not start the disposal process, repair, or continue to use the damaged property until the SO decides it is no longer needed for investigative purposes.

5.4.6.2 When damaged property is not needed for investigative purposes, return to service that property considered fit for service or make repairable property available for repair.

5.4.6.3 Unserviceable or uneconomically repairable property will be reported IAW section 3.7 of this NPR.

5.4.6.4 For vehicular accidents resulting in damage to the vehicle, the SEMO may allow the continued use of the vehicle when the following actions are completed by the End User:

- a. The damaged vehicle is photographed, documenting the damage caused by the accident.
- b. Certification is obtained from a qualified automotive technician that damage does not prevent the safe use of the vehicle and that continued use will not make the damages worse.
- c. Both the photographs and the certification will be attached as exhibits to the NF 598 when the investigation is initiated.
- d. Approval to continue use of the vehicle is obtained by the Center Transportation Officer.

5.4.7 Conflict of Interest

5.4.7.1 No person may act as a reviewing official (i.e., SEMO, SO, or SRB member) who had personal responsibility or accountability for the property listed on the NF 598 at the time the property became lost, damaged, or destroyed. In such cases, the next higher level of management or supervision will act as the reviewing official authority.

5.4.7.2 Board members shall recuse themselves from voting if there is a potential conflict of interest in the Survey Report under review as outlined in Section 1.14.7 of this NPR.

5.4.8 Assessment of Financial Liability for NASA Contractors Operating Under the IAGP Clause.

5.4.8.1 Upon approval of a completed NF 598, the SO/SRB shall forward it and all related documentation to the respective CO for the appropriate action.

5.4.8.2 The SO/SRB may recommend:

- a. The contractor employee be held financially accountable and responsible for the loss, damage, destruction, or theft of Government property and for the CO to recover a dollar amount equivalent to the acquisition value of the lost, damaged, destroyed, or stolen Government property from the

contractor IAW the FAR.

- b. The contractor be relieved from accountability and responsibility for the loss, damage, destruction, or loss of Government property.
- c. A specific corrective or preventive action to reduce the probability of recurrence.

5.4.8.3 The CO shall:

- a. Determine, assisted by the property administrator, the development and implementation of an appropriate corrective action to mitigate recurrences of loss, damage, destruction, or theft of NASA property IAW contract provisions, NPR 4500.1, and the FAR.
- b. Complete Section VIII of the NF 598 and return to the SEMO.

5.4.9 The initiation and processing of an NF 598 for property belonging to a NASA installation other than where physically located.

5.4.9.1 When property is located at a NASA Center other than the owner NASA Center:

- a. The End User of the property lost, damaged, destroyed, or believed stolen shall:
 - (1) Initiate an NF 598 per policy requirements outlined in this chapter.
 - (2) Provide a copy of the NF 598 to the Center SEMO.
 - b. The SEMO of the Center initiating the NF 598 shall:
 - (1) On receipt of NF 598, immediately notify the Center SEMO owner of the property records in the NASA PP&E System.
 - (2) Provide a copy of the NF 598 to the SEMO of the owner organization.
 - (3) Obtain a survey investigation number from the SEMO of the owner organization or Center owner of the equipment record in the NASA PP&E System.
 - (4) Process the NF 598 IAW policy requirements outlined in this chapter.
 - (5) Provide an approved and complete copy of the NF 598, including exhibits, to the SEMO of the owner organization.
 - c. The SEMO of the Center owning the property records in the NASA PP&E System shall:
 - (1) On receipt of the NF 598, assign a survey investigation number to the NF 598.
 - (2) Provide survey investigation number to the SEMO of the Center initiating the NF 598.
 - (3) Update the property records in the NASA PP&E System IAW section 5.4.3 of this directive.
- ##### 5.4.9.2 When Property is in physical custody and responsibility of an organization outside NASA:
- a. The End User of the property loss, damaged, destroyed, or believed stolen shall:
 - (1) Obtain statement from the outside organization describing the circumstances surrounding the loss, damage, or destruction of NASA property.
 - (2) Initiate an NF 598 per policy requirements outlined in this chapter and attach a copy of all

documents provided by the outside organization.

(3) Process the NF 598 IAW policy requirements in this chapter.

b. The SEMO of the Center initiating the NF 598 shall process it IAW policy requirements in this chapter.

5.4.10 Accountability of Recovered Property Previously Listed on NF 598.

5.4.10.1 Often property is found, or recovered, after an NF 598 has been initiated to account for the loss. When this occurs, follow the procedures listed below:

a. When the property is recovered before a survey investigating number is assigned to the NF 598 and the EMR(s) has not been made inactive by the SEMO, the originator shall:

(1) If some but not all the property is recovered, line through the recovered property identified in blocks 8 (a - g) of Section I. Adjust the grand total and continue the process of the NF 598.

(2) If all the property is recovered, destroy the document.

b. When property is recovered after a survey investigating number has been assigned to the NF 598 and the EMR(s) has been made inactive by the SEMO, the originator, the SO/SRB, or the Division Director, as appropriate, shall notify the SEMO in writing to reestablish accountability in the NASA PP&E System for the recovered property.

(1) Attach a copy of the written notification to NF 598 as an exhibit.

(2) The SEMO shall process Acquisition Method # 19, "Receipt from reinstating Item Previously Surveyed" in the NASA PP&E System for recovered property and advise the End User and PC that accountability for the property is reestablished to the corresponding property custodial account. File the NF 598 and close out the entry in the Property Survey Report Register.

(3) If some but not all the property is recovered, line through the recovered property identified in blocks 8 (a - g) of Section I. Adjust the grand total and continue processing the NF 598.

c. When all property is recovered, the NF 598 will be cancelled and the SO/SRB notified to discontinue the investigation. The SEMO shall mark the original NF 598 "cancelled," file it to support the cancellation, and close out the entry in the Property Survey Report Register.

5.4.11 Property Destroyed or Lost in Orbit.

5.4.11.1 Under extreme circumstances, decision is made by crew members to destroy NASA property in space when the return of property to Earth is not practical or unsafe, or both. In such instances, NF 598 shall be initiated by the program/project director or designee and processed by the SEMO with inactivation code 93 - "Destroyed in Orbit."

a. The NF 598 will be forwarded to the SO and processed IAW this chapter.

b. Property destroyed in orbit will not affect the Center's loss rate.

5.5 Reporting

5.5.1 The SO, in conjunction with the SRB Chairperson, shall provide a written report to the Center Director at the end of each fiscal year.

5.5.2 The report will be developed in close coordination with the Center SEMO and include:

- a. The total number of property survey reports processed at the Center during the fiscal year, segregated by directorate or equivalent organization and the acquisition cost for lost, damaged, destroyed, and stolen Government property.
- b. An itemized summary of SO/SRB recommendations.
- c. The total number of employees held responsible or accountable for the loss, damage, or destruction of property (i.e., financially liable, adverse administrative action, or both) or administrative actions against employees for each directorate or equivalent organization.
- d. General information regarding significant actions resulting from survey reports, Division Director's concurrences, non-concurrences, or other matters related to the recommendations of the survey review process.
- e. Number of property survey reports initiated for property discovered missing during the scheduled physical inventory.
- f. Number of property survey reports initiated outside the scheduled physical inventory.
- g. Root Cause Analysis:
 - (1) Loss trends by organization, location, or equipment type.
 - (2) Reasons for the loss (examples missing, office move, etc.), damage, destruction, or theft.

Appendix A. Definitions

The following are definitions of key terms that apply to NASA's equipment management policy. Other terms are defined in the sections or parts to which they primarily apply.

Abuse (of Property). The improper use of property.

Activate (Property Record). Term used to create or establish a new Equipment Master Record in the NASA PP&E System.

Accountability (Property). The ability or need to account for personal property by providing a complete audit trail for property transactions from receipt to final disposition.

Acquiring (Property). The means to come into possession or ownership of equipment.

Acquisition (Property). The act of acquiring or gaining possession of equipment.

Acquisition Code. A code in SAP utilized to record the mode of acquisition of equipment in the EMR.

Acquisition Cost. The original purchase price of an item.

Administratively Controlled Equipment. NASA equipment not subject to control in NASA's PP&E System as specified in chapter 3 of this NPR (Controlled Equipment). It is NASA equipment having an acquisition cost of less than \$5,000, normally affixed with a NF1517 or NF1517A label, and managed using local procedures established by the Center SEMO to ensure proper accountability and prevent fraud, waste, and misuse. This category of equipment excludes sensitive items and items identified as heritage or for display purposes, which are required to be tracked in the NASA PP&E System.

Aircraft. An aircraft is a machine that is able to fly by gaining support from the air. Crewed aircraft is when it is flown by an onboard pilot, and unmanned aircraft, or unmanned aerial vehicles, may be remotely controlled or self-controlled by onboard computers.

Alternative Future Use. Having a planned use on a project other than the one for which it is originally purchased which is identified and objectively measured at the beginning of a project or at the time the purchase occurs or fabrication commences. This alternative future use determination is documented on NF 1739, Capitalization Determination Form. The NF 1739 is prepared IAW NPR 9250.1, Section 1.3.5.1 and the directions included with the form.

Approving Official. NASA official authorized to approve allocation of NASA resources; authority may be delegated to a Resource Allocator.

Assembled Equipment. Equipment that is built by combining diverse, typically standardized parts.

Asset Master Record (AMR). A financial record in SAP that identifies capital equipment.

Audit Trail. A relevant chronological record, set of records, or source of records that provide documentary evidence of the sequence of activities, or detailed transactions, that have affected at any time the equipment management database. This documentation may be on paper or on electronic records.

Auxiliary or Accessorial Automatic Data Processing (AADP) Equipment. Auxiliary or accessorial ADP equipment, including plotters, tape cleaners, tape testers, data conversion equipment, source data automation recording equipment (optical character recognition devices, microfilm, and other data acquisition devices), or computer performance evaluation equipment designed for use with digital, analog, or hybrid computer equipment, either cable or modem connected, wire connected, or stand alone, and whether selected or acquired with a computer or separately.

Borrower (Property). A person or organization accepting physical custody and responsibility of NASA equipment resulting from a loan.

Business Objects (BOBJ). Part of the NASA PP&E System where the user performs equipment searches and generates reports.

Calibration. The process of determining the deviation from a standard so as to ascertain the proper correction factors for measuring instruments.

Cannibalize. The means to remove serviceable parts, components, or assemblies from one piece of equipment for use or for installation in other equipment.

Capital Equipment. As identified in NPR 9250.1, Property, Plant, and Equipment and Operating Materials and Supplies, equipment with a value of at least \$500,000 and subject to the financial control, accounting, and reporting capitalization requirements.

Cardholder. The legal agent using the NASA charge card to buy goods and services in support of official Government business. The cardholder holds the primary responsibility for the card's proper use.

Cataloging. Cataloging is the process whereby each item of supply, material, and equipment is assigned a National Stock Number (NSN) or local NSN.

Center Chief of Protective Services/Center Chief of Security (CCPS/CCS). The senior Center security official responsible for technical management and day-to-day operations of the Center's security program.

Center Equipment Manager (EM). The key individual(s) within the Center equipment management organization interfacing with the PCs and equipment users. The EM maintains and controls equipment records and assists custodians and users in property procedures for, and documentation of, equipment transaction.

Center Export Administrator (CEA). Designated by the Center Director, the CEA is a senior person responsible for assessing and ensuring compliance of all Center program activities with U.S. export control laws and regulations.

Central Receiving. The sole point at each Center or subinstallation designated by the SEMO as the primary portal for inbound Center freight deliveries where property is received, inspected, accepted, and distribution is initiated to Center organizations.

Classified Equipment. In accordance with NPR 1600.2, any physical object on which is recorded or in which is embodied CNSI that can be discerned by the study, analysis, observation, or other use of the object itself.

Commercial Item. Commercial item is any item, other than real property, that is of a type customarily used by the general public or by non-governmental entities for purposes other than governmental purposes, and has been sold, leased, or licensed to the general public; or has been offered for sale, lease, or license to the general public. Any item that evolved from an aforementioned item of this definition through advances in technology or performance and that is not yet available in the commercial marketplace, but will be available in the commercial marketplace in time to satisfy the delivery requirements under a Government solicitation. See FAR subpart 201 "definitions" for further definition.

Commercial Off-the-shelf (COTS). Any item of supply (including construction material) that is a commercial item sold in substantial quantities in the commercial marketplace and offered to the Government under a contract or subcontract at any tier, without modification, in the same form in which it is sold in the commercial marketplace. It does not include bulk cargo, as defined in 46 U.S.C. 40102(4), such as agricultural products and petroleum products. See FAR subpart 201 "definitions" for further definition.

Communications Security (COMSEC). Measures and controls taken to deny unauthorized individuals access to equipment for the management of information derived from telecommunications and to ensure the authenticity of such telecommunications.

Compensating Controls Review (CCR). Compensating Controls Reviews assess the performance in the areas of Logistics Management Operations (LMO) consisting of supply, equipment, disposal, storage/warehousing, contract property management, mail management, transportation, and fleet management, as well as compliance with established laws, regulations, policies, and requirements. NASA CCRs are intended to assess a Center's LMO programs by identifying potential strengths and weaknesses and providing specialized technical or management support to ensure that strengths are leveraged and that weaknesses are remedied. Center strengths that the CCR Team identifies as logistics management best practices will be shared for potential Agency-wide implementation.

Complete (Equipment Item). The final intact configuration of an equipment item; any configuration changes to an equipment item have reached conclusion and the equipment is fully functional for its intended purpose.

Component Equipment Item. An item of equipment that is used as a subassembly to a larger assembly. Parts are not to be considered component equipment items.

Condition. A code assigned to indicate the physical condition and usability of equipment.

Configuration Control Board. A permanent technical control group that is responsible for maintaining system configuration control. Membership is comprised of representatives from Centers and NASA Headquarters. The Board chairperson convenes the group as necessary.

Conflict of Interest (COI). A situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity. A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional interest or public interest.

Consumer Price Index (CPI) Value. The CPI is a statistical estimate constructed using the prices of a sample of representative items whose prices are collected periodically. The CPI value may be used to estimate the market value of supply, material, or equipment or used when the true value or original acquisition cost is not available.

Contractor-Acquired Equipment. Equipment acquired, fabricated, or otherwise provided by the contractor for performing a contract and to which the Government has title.

Contractor Inventory. Personal property furnished to, or acquired by, and in possession of a contractor pursuant to the terms of a contract, title to which is vested in the Government.

Contract Number. A unique identifier assigned to each NASA contract, pursuant to the NASA FAR Supplement 1804.71.

Contracting Officer (CO). A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the CO acting within the limits of their authority as delegated by the CO. "Administrative CO (ACO)" refers to a CO who is administering contracts. "Termination CO (TCO)" refers to a CO who is settling terminated contracts. A single CO may be responsible for duties in any or all of these areas. Reference in this regulation (48 CFR Chapter 1) to administrative CO or termination CO does not: (1) require that a duty be performed at a particular office or activity; or (2) restrict in any way a CO in performing any duty properly assigned. (See FAR 2.101).

CO Representative (COR). An authorized representative of a CO acting within the limits of his/her authority.

Contractor. For the purpose of this directive, any non-NASA entity or individual working on a NASA installation or offsite with access to NASA equipment.

Contractor-Acquired Property. Property acquired, fabricated, or otherwise provided by the contractor for performing a contract and to which the Government has title. (See FAR 45.101).

Control. The ongoing function of maintaining physical oversight and surveillance of personal property throughout its complete life cycle using various management tools and techniques taking into account the environment in which the property is located and its vulnerability to theft, waste, fraud, or abuse.

Controlled Equipment. All equipment which has been identified by the Agency as sensitive (flagged high risk in the NASA PP&E System), and all nonsensitive equipment with an acquisition or manufacturing cost of \$5,000 or more. In addition, NASA control criteria applies to the following equipment:

- Rolling stock assigned a NASA license plate.
- Equipment on loan or lease to NASA for greater than 60 calendar days.
- Flight hardware meeting criteria of NPR 8715.3.
- Gift or a Donation to NASA meeting GSA threshold value.
- Heritage Asset as defined by NPR 9250.1.
- NASA property, no longer used for its intended purpose, retained for exhibit or display.
- SEMO discretion.

Cooperative Research and Development Agreement (CRADA). An instrument that provides authority for and sets the terms and conditions for Federal laboratories to conduct collaborative research and development activities with other governmental entities, persons, or corporations.

Custodial Area. A subdivision of an accountability area which is defined by its organizational limits and for which a PC has been assigned. Custodial areas are usually at the division organization level.

Custodian Records. Memoranda in any form, written or electronic, that documents the life cycle of property.

Damage. A condition that impairs either the value or use of an item; may occur in varying degrees. Property may be damaged in appearance or in expected useful life without rendering it unserviceable or less useful. Damage also shows partial unserviceability. Usually implies that damage is the result of some act or omission.

Deactivate. Term used to make the Equipment Master Record in the NASA PP&E System inactive or retired.

Decoration. Decoration is defined as an order, device, medal, badge, insignia, emblem, or award tendered by, or received from, a foreign country. Defense Logistics Agency (DLA). An agency in the United States Department of Defense with more than 26,000 civilian and military personnel throughout the world. Located in 48 states and 28 countries, DLA provides supplies to the military services and supports their acquisition of weapons, repair parts, and other materials.

Destroyed. Equipment damaged to the point of complete loss of identity or beyond the prospect of future restoration. Systems with classified components and sensitive items will not be considered destroyed without a technical inspection of the residue.

Detail Status. Status of an equipment item represented by a status code in the NASA PP&E System.

Discrepancies (incident to shipment). Means any differences (e.g., count or condition) between the items documented to have been shipped and items actually received.

Disposal. The processes involved in the removal of personal property from use and from NASA PP&E System because of trade-in, transfer to another Federal agency, donation, sale, or abandonment/destruction. NASA's disposal policy is outlined in NPD 4300.1, NASA Personal Disposal Policy.

Document. Any recorded information, regardless of the nature of the medium or the method or circumstances of recording.

Domestic. Existing or occurring within the continental borders of the United States.

EMR/AMR Integration Report. A report of equipment recorded in the Equipment Master Record database meeting the threshold value for a capital asset and recorded in the Asset Master Record.

End Item. A system, equipment item, or an assembled article ready for its intended use; may require only ammunition, fuel, or other energy source to place it in an operating state. See 22 CFR §120.45(a).

End User. The person that receives and ultimately uses NASA equipment. The end user is not the intermediary person but may be the purchaser of equipment or ultimate consignee.

End User Procedures (EUP). Procedures located in the Web-based Enterprise Performance Support System (EPSS) that provide detailed directions for users of the NASA PP&E System.

Enterprise Performance Support System (EPSS). An Intranet resource for procedures, job aids, and help content for use and development of NASA PP&E System data.

Enterprise Resource Planning (ERP). An integrated system in which all of the modules are designed to share information and automatically create transactions based on various business processes.

Equipment. A tangible, durable, nonexpendable asset that is functionally complete for its intended purpose. Equipment is not intended for sale and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment includes all items of NASA personal property that are configured as mechanical, electrical, or electronic machines; tools; devices; and apparatuses that have a useful life of 2 years or more and is not consumed or expended in an experiment. Equipment does not include supplies, material, real property, and software.

Equipment System. The Web-based front end of the NASA PP&E System; formerly N-PROP. Users access EQUIPMENT via i-View or via direct Internet access. EQUIPMENT provides users the ability to: accept or reject receipt for equipment and to cancel a pending property action; view assigned property, as well as history; update property location; transfer property from one custodian account to another PC account; generate a property pass; request property control tags; request excess of Controlled Equipment.; or report any changes of status, location, or user to the responsible PC.

Equipment Control. The section within the Center equipment management operations which manages all the processes, records, and documents used to achieve the objective of equipment management.

Equipment Control Number (ECN). The unique identifier assigned and affixed to each Controlled Equipment item for control and management purposes in NASA PP&E System.

Equipment Control Number Register. A written or electronic record of the assignment of ECNs.

Equipment Master Record (EMR). A record in the NASA PP&E System that identifies and provides selected information about each item of Controlled Equipment.

Equipment Pool. The collection, at a central point, of equipment under control for issue to individuals or organizations.

Equipment Records. Means the records created and maintained by NASA personnel in support of their stewardship responsibilities for the management of Government property.

Equipment Systems. Assemblies of component equipment items designed and operated to accomplish specific functions.

Equipment Utilization. A program to ensure maximum effectiveness in the management and utilization of NASA equipment.

Excess. Personal property determined unnecessary or obsolete for the needs of the owning NASA organization.

Excess Process. The sequential steps necessary for equipment reported excess to reach final disposition (reutilization or disposal) IAW NPR 4300.

Exhibit and Display Items. NASA property retired from program or mission use that, regardless of acquisition cost, has been identified for stationary display or rotational display as part of the NASA Exhibits Loan Program.

Export. An export is the transfer of anything to a foreign person or a foreign destination by any means, anywhere, anytime.

Export Administration Regulations. IAW NPR 2190.1, the set of regulations that control the export of commercial and dual-use items that are designed for commercial use, but may have military use as well.

Export Authorization. An export authorization permits a property transfer to a foreign person or destination and includes: a license, a license exemption, a license exception, or No License Required (NLR).

Fabricated Item. Personal property that is manufactured for, or constructed by, the using organization. Fabricated items meeting the Controlled Equipment criteria are controlled. Exhibit items that are fabricated, constructed, or manufactured for stationary or rotational display that, when complete, meet control criteria for accountability.

Fair wear and tear. Loss or impairment of appearance, effectiveness, worth, or utility of an item that has occurred solely because of normal and customary use of the item for its intended purpose.

Federal Acquisition Regulation (FAR). The codification and publication of uniform policies and procedures for acquisition by all executive agencies. (See FAR 1.101).

Federal Logistics Data on Portable Media (FED LOG). A compilation of property catalogued by National Stock Number (NSN) that is published monthly on CD-ROM and DVD by the DLA Logistics Information Services (DLIS), providing a user-friendly interface to quickly and easily retrieve information on over 7.6 million NSNs and over 13.7 million part numbers. FED LOG information is available at <http://dlis.dla.mil/Fedlog/About>.

Federal Management Regulations. The successor regulation to the Federal Property Management Regulations (FPMR). It contains updated regulatory policies originally found in the FPMR. (See FMR § 102-2.5.) **Federal Supply Classification (FSC).** A four-digit number identifying a class of property used for cataloging.

Federal Supply Group (FSG). A two-digit property identification code describing commodity classification. See Federal Cataloging Handbook H2.

Financial liability. The statutory obligation of an individual to reimburse the Government for lost, damaged, or destroyed Government property as a result of negligence or abuse.

Firm Future Requirement. A firm future requirement is considered a specific purpose for equipment retention, provided that the equipment has been identified for use on a project, program, or other work activity, the planning of which has been approved by the Division Director or equivalent NASA official.

Fixed or Static Equipment. Mainly bulk-sized equipment items that do not easily move or change location.

Flight Hardware. Per NPR 8715.3, hardware designed and fabricated for ultimate use in a vehicle intended to fly.

Fiscal Year. The 12-month period from October 1 through September 30.

Foreign Gift. A tangible or intangible present (other than a decoration) tendered by, or received from, a foreign government.

Foreign Government. Foreign Government can pertain to:

- a. Any unit of foreign governmental authority, including any foreign national, State, local, and municipal government.
- b. Any international or multinational organization whose membership is composed of any unit of foreign government.
- c. Any agent or representative of any such unit or such organization, while acting as such.

For-Profit Organization. An organization whose operation and primary goal is making money (profit).

Found on Station (FOS). Tagged or untagged equipment item meeting the criteria for control for which accountability in the NASA PP&E System has not been established or custodial ownership cannot be determined.

Fraud. Any felonious act of corruption or attempt to cheat the Government or corrupt the Government's agents.

Fraud, Waste, and Abuse Reporting. It is the responsibility of all individuals having access to or around Federal property to report any fraud or suspicion of fraud. All individuals need to report any fraud or suspicion of fraud to the NASA Inspector General's Fraud, Waste, and Abuse Hotline: <http://oig.nasa.gov/hotline.html>.

Gift. Property given willingly without expectation of payment or reimbursement.

Gift Retention Authority. The authority granted by the National Aeronautics and Space Act to the NASA Administrator to accept unconditional gifts or donation of services, money, or property "real, personal, or mixed; tangible or intangible" in performance of its functions.

Government-Furnished Property (GFP), Including Government-Furnished Equipment (GFE). Property in the possession of or directly acquired by the Government and subsequently furnished to a contractor for performance of a contract. Government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. Government-furnished property also includes contractor-acquired property if the property is a deliverable under a cost contract when accepted by the Government or continued use under the contract. (See FAR 45.101.)

Government Office Equipment Including Information Technology. Per NPD 2540.1, Government Office Equipment includes, but is not limited to computers and related peripheral equipment and software, library resources, research or reference services (e.g., online journals), telephones and wireless communications devices (e.g., cell phones, smart phones, or pagers), personal electronic devices (e.g., calculators, music players, global positioning system devices, or book readers), facsimile machines, photocopiers, office supplies, Government guest networks, network access (e.g., Internet, wireless, or cellular), e-mail, and licenses (e.g., software licenses). This also includes Government office equipment provided for use while in official travel status and for telework or other alternative work space arrangements.

Government Property. Property owned or leased by the Government. Government property includes both Government Furnished property to a

contractor and contractor-acquired property for the Government. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software. (See FAR 45.101.)

Heritage Assets (HA). Property, plant, or equipment that is unique for its historical or natural significance; cultural, educational, or artistic importance; and/or significant architectural characteristics. HA may be: (1) collection types, such as objects gathered and maintained for exhibition, (for example, museum collections, art collections, or library collections) or (2) non-collection types, such as parks, memorials, monuments, or buildings. HA are reported in Agency financial statements IAW the Federal Accounting Standards Advisory Board (FASAB), Statement of Federal Financial Accounting Standards (SFFAS) No. 29, Heritage Assets and Stewardship Land (HAS are defined in SFFAS No. 29). NASA's HA include real properties that also are historic properties. These are reported by the OCFO in NASA's annual financial statement report. (See NPR 8510.1, NASA Cultural Resources Management.)

Heritage Flag. A code in SAP that specifies the heritage type of equipment. A heritage code is "M" to indicate multiuse HA or "S" to indicate single-use HA.

High Risk Flag. A code in SAP utilized to identify sensitive property in the EMR.

Historic Preservation Officer. A NASA employee designated by the Center Director and given the responsibility to manage cultural resources at the Center or Component Facility, if any, pursuant to National Historic Preservation Act (NHPA), Archeological Resources Protection Act (ARPA), Native American Graves Protection and Repatriation Act (NAGPRA), and other legal authorities. (See NPR 8510.1.)

Inactive Equipment. The nature of NASA operations occasionally makes it desirable to retain equipment, not in current use, for a specified time for other potential needs before further disposition.

Inactive Reason Code. A code used to provide the reason for deactivating an Equipment Management Record in the NASA PP&E System.

Individual Accountability. The obligation of a person to keep records of property, documents, or funds. These records show equipment identification data, gains, losses, dues-in, dues-out, and equipment balances on hand or in use.

Industrial Property Officer (IPO). The IPO is the individual designated by the Center Director to serve as the Center expert in contract property matters; advising COs, Program and Project Managers, and other Center officials on Center logistics activities and correct methods, processes, and requirements for managing Government property being used by or in the custody of NASA contractors. The responsibilities of the IPO, under the Contract Property Management Program, are outlined in NPD 4500.1 and NPR 4500.1.

Information Technology. Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement control, display, switching, interchange, transmission, or reception of data or information.

Inspector. An administrative person executing an inspection.

Inspection. A means to examine carefully, especially to search out problems or determine condition.

Installation. Terminology used in the NASA PP&E System for "Centers."

Installation-accountable Government Property (IAGP). NASA property that has been provided to contractors under the requirements of the FAR "Government Property" clause (NFS 1852.245-71), is located within a NASA Center or installation, is accountable to that Center or Installation, and is recorded on that Center or installation's property management records.

Inventory (noun). An inventory is a formal listing of all accountable property items owned by NASA, along with a formal process to verify the condition, location, and quantity of such items.

Inventory (verb). The actions leading to the development of a listing; for example, an inventory of NASA equipment will be conducted annually using an actual physical count, electronic means, and/or statistical methods.

Inventory Adjustments. Changes made to the official property record when physical inventories and official records do not agree. All changes require approval and some type of documentation trail for audit purposes.

Leased Equipment. Equipment that has been conveyed by or to NASA by contract for a certain consideration of payment of rental fee.

Legal Sufficiency. The presence of minimum legal elements that rationally sustains the findings and determinations made by the SO/SRB. A review for legal sufficiency will focus on compliance with applicable laws and NASA policies and procedures.

Lender. NASA person or organization that temporarily transfers accountability of NASA equipment resulting from a loan.

Liability. The quality or state of being liable; for example, pecuniary obligation, where a personal, joint, or corporate monetary obligation exists to make good any lost, damaged, or destroyed property resulting from fault or neglect.

License. For export control, license means a document bearing the word "license" issued by the Deputy Assistant Secretary of State for Defense Trade Controls, or his authorized designee, that permits the export, temporary import, or brokering of a specific defense article or defense service. See CFR §120.20.

Loss of Government Property. An unintended, unforeseen, or accidental loss, damage, or destruction of Government property that reduces the Government's expected economic benefits of the property. Loss of Government property does not include occurrences such as purposeful destructive testing, obsolescence, normal wear and tear, or manufacturing defects. Loss of Government property includes, but is not limited to any of the following:

- a. Items that cannot be found after a reasonable search.
- b. Theft.
- c. Damage resulting in unexpected harm to property requiring repair to restore the item to usable condition.
- d. Destruction resulting from incidents that render the item useless for its intended purpose or beyond economical repair.

Loaned Equipment. Equipment in temporary use to or from non-NASA entities (outside of NASA). In the NASA PP&E System, execute a "Loan In" or "Loan Out" to the Equipment Master Record, as applicable.

Maintenance and Repair of Equipment. Recurring day-to-day, periodic, or scheduled activity required to keep equipment in working condition or to restore it or its components to a condition substantially equivalent to its originally designed capacity and efficiency.

Mass (Global) Changes. Updates that affect a large number of Equipment Master Records, usually associated with records organizational realignments, custodian and assigned user changes, building locations, and room changes.

Material. Property that may be consumed or expended during its lifespan, component parts of a higher assembly, or items that lose their individual identity through incorporation into an end-item. Material does not include equipment, special tooling, and special test equipment or real property.

Merchant. The source for the Agency's supplies or services. The merchant may be a required source inside or outside the Government, another Government agency, or a private sector merchant of supplies or services.

Mission-specific Property/Hardware. NASA-owned hardware or property that has a technical use or applies to a NASA scientific, aeronautics, or space mission; for example, spacecraft, space vehicles, aerospace vehicles, remote sensing equipment, x-ray hardware, guidance and control, engineering instrumentation, specially designed storage containers, and measuring and test equipment are considered mission-specific property/hardware. Mission-specific property/hardware would also include cranes, forklifts, and engineering equipment that is specifically designed or modified for a NASA mission.

Minimal Value. Pertaining to gifts: the retail value in the United States at the time of acceptance of a gift. On January 1, 1981, and at three-year intervals thereafter, "minimal value" will be redefined in regulations prescribed by the Administrator of General Services, in consultation with the Secretary of State, to reflect changes in the consumer price index for the immediately preceding three-year periods.

Modification. A basic or functional change made to an equipment item to give it a new orientation or allow it to serve a new purpose.

NASA Artifacts. NASA artifacts are items of personal property that represent important aspects related to the history of aeronautics and astronautics. Artifact significance and interest stem mainly from an item's relationship with historic flights, programs, activities, incidents, achievements, technology, and understanding of the universe, historic properties, and important or well-known personalities. Aeronautical and astronautical artifacts may include items such as aircraft; space launch vehicles; spacecraft (both manned and unmanned); subsystems of the above, such as rocket engines, pressure suits, and personal equipment; instruments; significant recorded data; operating handbooks; drawings; photographs; motion picture film and related documents; audio and video tapes; training devices; simulators; and memorabilia. Artifacts generally are objects (as opposed to structures) and typically are man-made. (See NPR 4310.1.) NASA Employee. NASA civil service personnel.

NASA FAR Supplement (NFS). The codification of NASA specific requirements for contract initiation and management as well as contractor management. NFS is a document that, along with the Federal Acquisition Regulation (FAR), establishes uniform policies and procedures relating to the procurement of property and services. The NFS applies to all purchases and contracts made by NASA for property and services that obligate appropriated funds.

NASA Fleet Information Management System (NFIMS). Fleet Management Information Systems (FMIS) track vehicle asset records, maintenance history, mileage, and many other fleet management details. NASA Center Transportation Officers assess the need for such systems and coordinate with the NASA Agency Transportation Manager to determine the best approach for acquiring such systems to provide critical functionality and management consistency throughout all NASA Centers.

NASA Property, Plant, and Equipment (PP&E) System. The Integrated Asset Management (IAM), Property, Plant, and Equipment (PP&E) System is used throughout the Agency to identify, control, and account for Government-owned equipment acquired by or in use by NASA and its onsite NASA contractors under the NFS clause 1852.245-71. The PP&E System is hosted at the Agency Applications Office at NASA's Marshall Space Flight Center and consists of the following components: Systems, Applications, and Products (SAP); Equipment (the Web-based front end), Disposal (the disposal component), and Business Objects (BOBJ). The SAP component contains the following modules: Asset Accounting (containing the Asset Master Records (AMR)) and Plant Maintenance (containing the Equipment Master Records (EMR)).

NASA Supply Management System (SMS). NASA program developed for the administration of NASA supplies and material and described in NPR 4100.

National Security. The national defense or foreign relations of the United States.

National Stock Number (NSN). The official label applied to an item of supply that is repeatedly procured, stocked, stored, issued, and used throughout the Federal supply system. It is a unique item identifying series of numbers. When a NSN is assigned to an item of supply, data is assembled to describe the item. Some data elements include information such as an item name, manufacturer's part number, unit price, and physical and performance characteristics. The use of NSNs facilitates the standardization of item names, supply language, characteristics and management data and aids in reducing duplicate items in the Federal inventory.

Negligence. Simple negligence is the failure or omission to observe, for the protection of Government interests, that degree of care, precaution, and vigilance, which the circumstances justly demand and that an ordinarily prudent person in the same or similar situation would exercise to protect Government property from loss, damage, destruction, or theft. Gross negligence is the intentional failure, misconduct, willful negligence, or reckless disregard to safeguard Government property.

Nonstandard NSN. An alternate NSN used for cataloging materials when a NSN is not available. NASA nonstandard NSNs are assigned IAW NPR 4100.1.

Operations Security (OPSEC). A process that identifies critical information to determine if friendly actions can be observed by enemy intelligence, determines if information obtained by adversaries could be interpreted to be useful to them, and then executes selected measures that eliminate or reduce adversary exploitation of friendly critical information. NPRs 1620.3 and NPR 1600.6 provide NASA operational security requirements.

Out Status. PP&E, Equipment Master Record status designation indicating equipment has been temporarily transferred from the custodian; perhaps for repair, calibration, or loan.

Owning. To have rightful authority, title, ownership, and possession deriving from funding and acquisition or acquired by other means.

Parts Aircraft. PP&E Equipment Master Record status for aircraft that have been decommissioned, or purchased, solely for their parts.

Performance Metrics (or Performance Measures). Statistics used to show how well or poorly a program or activity is meeting performance expectations (e.g., goals or targets). A baseline measurement is established and future targets are set as part of a goal-reaching process. Metrics are generated from program-related data and are often expressed as ratios (e.g., the loss rate for NASA-held equipment equals the total of reported

losses at the end of the fiscal year divided by the total equipment density at that time).

Personal Property. Property of any kind, including equipment, materials, and supplies, except real property.

Personal Property Functional Lead. An individual designated to lead a Center logistics function by implementing and executing policies outlined in corresponding NASA Policy Directives (NPD) and NASA Policy Requirements (NPR) in support of personal property management (e.g., Property Disposal Officer (PDO), Equipment Manager, Transportations Officer, or Supply Officer).

Personal Responsibility. The obligation of an individual to ensure Government property and funds entrusted to his or her possession and supervision are properly used and cared for and that proper custody and safekeeping are provided.

Physical Inventory. The verification of existence, location, and quantity of property.

Pilferable (Equipment). Equipment items of any value that are desirable and/or quickly adjusted for personal use. A pilferable equipment item normally has ready resale value or commercial off the shelf application to personal possession and use and, therefore, is especially subject to be pilfered or stolen.

Pre-Screening (Equipment). The examination of existing equipment documentation for the purpose of fulfilling equipment requirements through reassignment. This is accomplished through the Business Warehouse module of the NASA PP&E System.

Procurement. The act of acquiring or buying goods or services from an external source.

Procurement Officer. NASA official assigned at each Center to carry out the procurement responsibilities as outlined in NPR 9250.1.

Property. Tangible property, both real and personal. **Property Accountability.** The process of maintaining custodial responsibility of personal property through a record of transactions, systematically maintained, which at any given time discloses item identification, quantity, cost, location, and custodial assignment to either Center personnel or contractor.

Property Administrator. An individual duly designated by the NASA CO to administer contract requirements and obligations relative to Government property and perform the duties outlined in NPR 4500.1. The Property Administrator is an authorized representative of the CO. (See NFS subpart 1845.72.)

Property Custodian. An individual, organizationally or geographically, assigned responsibility for all Controlled Equipment in a designated property management area.

Property Disposal Officer (PDO). The PDO, designated by the Center Director, is responsible for the Center's screening, redistribution, and marketing activities of NASA-owned excess, surplus, and exchange/sale personal property. This includes transfer, exchange, sale, and abandonment or destruction of NASA-owned personal property, as well as acquiring other Federal agencies' excess personal property for NASA's use to reduce NASA's new procurement and infrastructure costs. (See NPR 4300.1.)

Property Management Area. An area of property management responsibility, either by organization or by geographic area, selected by the Supply and Equipment Management Officer in conjunction with the head of the organizational unit, for the assignment of a PC for property control.

Property Plant & Equipment (PP&E). The Integrated Asset Management (IAM), Property, Plant, and Equipment (PP&E) System, is used throughout the Agency to identify, control, and account for equipment meeting NASA's criteria for control, acquired by or in use by NASA and its onsite NASA contractors.

- It is part of the Agency-wide business software applications network, SAP, and is hosted at the Agency Applications Office (AAO) at NASA's Marshall Space Flight Center.
- The PP&E System consists of a user equipment data management component (EQUIPMENT); a property disposition component (DISPOSAL); a property inventory, query, and report component, Business Objects (BOBJ); an Asset Accounting component containing Asset Master Records (AMR); and a Plant Maintenance component containing Equipment Master Records (EMR).

Property Survey Report. A report of administrative action taken to investigate and review the loss, damage, destruction, or theft of Government property and to assemble pertinent facts and determine the extent of such loss, damage, destruction, or theft.

Provide. To furnish Government Furnished Equipment as necessary to accomplish mission objectives.

Provider. Personnel providing supplies or services.

Proximate Cause. The employee's acts or omissions that were the cause in a natural and continuous sequence, unbroken by a new cause, resulting in the loss, damage, destruction, or theft and, without which, the loss, damage, destruction, or theft would not have occurred.

Purchase Card. A centrally billed Government charge card used to pay for goods and services in support of official Government business.

Purchase Request or Purchase Order. A document utilized to state requirements for and to authorize purchase of goods and services. A purchase order is a commercial document and first official offer issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services. It is used to control the purchasing of products and services from external suppliers. Acceptance of a purchase order by a seller forms a contract between the buyer and seller, and no contract exists until the purchase order is accepted.

Reactivate. A transaction by which an inactive or retired Equipment Master Record in the NASA PP&E System (EQUIPMENT) is reversed and made active.

Receiving. The process of equipment being accepted into an organization or facility and the point at which an organization's obligation, liability, and accountability begins.

Receiving Activity. The execution of Agency processes and procedures at Central Receiving for the proper control and management of personal property received at a NASA Center/Subinstallation.

Reconciliation. Comparison of the property located during the physical inventory against the official property records, including actions to reconcile overages and shortages with the official property records using the appropriate adjustment instrument or documentation to make the records whole and accurate.

Related Personal Property. Any property that is an integral part of real property. It is: (1) related to, designed for, or specifically adapted to the functional capacity of the real property, and removal of this property would significantly diminish the economic value of the real property, or (2) determined by the Administrator of General Services to be related to the real property.

Report of Discrepancy, (SF 364). A form developed by GSA for reporting inspection discrepancies, <http://www.gsa.gov/portal/getFormFormatPortalData.action;jsessionid=566DB3691956F6C220CA765C8EA4AAA1?mediaId=36009>

Requester. A NASA employee or contractor who initiates an equipment management transaction, such as a request for a property pass or for cannibalization of equipment.

Residue. The remains of an equipment item after a part of the equipment is removed, disposed, used, or damaged.

Restricted Area. An area in which security measures are taken to safeguard and control access to property and hazardous materials or to protect operations that are vital to the accomplishment of the mission assigned to a Center or Component Facility.

Reutilization. The process of transferring excess or idle property no longer needed by one project or program to another location that has a requirement.

Safeguarding. Measures and controls that are prescribed to protect equipment.

Salvage. Property that has a value greater than its basic material content but for which repair or rehabilitation is clearly impractical and uneconomical.

SAP. Software product capable of integrating multiple business applications, with each application representing a specific business area. SAP is categorized into three core functional areas: Logistics, Finance, and Human Resources.

Seat Service Contract. A contract providing service on a per-seat basis, or a contract that provides a consolidated solution for delivering end-user services across the Agency to achieve increased efficiencies and reduced costs through standardization. Sensitive Items. Equipment that is subject to exceptional physical security, protection, control, and accountability due to SBU and privacy protection, national security, export control regulations or is pilferable or potentially dangerous to the public. Examples of sensitive items include weapons, information technology equipment with memory capability, as well as hazardous and radioactive equipment. Sensitive items are listed in Appendix C, NASA Minimum Standard Sensitive Items List, of this directive. Screening. To review or compare property on hand against a known or anticipated requirement.

Shipping Document/Request for Shipping. The authorization and acceptance document that accompanies equipment when it is being sent to another location.

Small Business Innovative Research. A highly competitive program that encourages domestic small businesses to engage in Federal Research/Research and Development (R/R&D) that has the potential for commercialization.

Software. Part of a computer system which includes but is not limited to the system functional design, logic flow, algorithms, application programs, operating systems, and support software for design, implementation, test, operation, diagnosis, and repair.

Space Act Agreement. Agreements under the authority of the National Aeronautics and Space Act which are necessary for the conduct of NASA's work. (See NPR 1050.1.)

Spare. An item peculiar to a system or an end item and held in reserve.

Special Inventory. A special inventory is a non-cyclic inventory that is conducted when directed by the SEMO. The SEMO may direct the execution of the inventory by scanning or by physically inspecting the equipment to validate equipment information recorded in the NASA PP&E System. The SEMO may opt for the execution of a special inventory for one of the following reasons and objectives:

- a. For contract closure to validate IAGP records IAW contract provisions.
- b. Recurrent losses of equipment, such as laptop computers, to detect theft or neglect.
- c. When there is a Center or Center organization concern on accountability of NASA equipment.

Special Test Equipment. Either single or multipurpose integrated test units engineered, designed, fabricated, or modified to accomplish special purpose testing in performing a contract. It consists of items or assemblies of equipment including foundations and similar improvements necessary for installing special test equipment and standard or general purpose items or components that are interconnected and interdependent, so as to become a new functional entity for special testing purposes. Special test equipment does not include material, special tooling, real property, and equipment items used for general testing purposes or property that with relatively minor expense can be made suitable for general purpose use. (See FAR 2.101.)

Special Tooling. Jigs, dies, fixtures, molds, patterns, taps, gauges, and all components of these items, including foundations and similar improvements necessary for installing special tooling, that are of such a specialized nature that without substantial modification or alteration their use is limited to the development or production of particular supplies or parts thereof or to the performance of particular services. Special tooling does not include material, special test equipment, real property, equipment, machine tools, or similar capital items. (See FAR 2.101.)

Stakeholder. A person, group or organization that has interest or concern in an organization. Stakeholders can affect or be affected by the organization's actions, objectives, and policies.

Stewardship. The careful and responsible management of equipment entrusted to one's care.

Subinstallation. Center data that has been further divided into subs, based on Government-held property, contractor-held property, or location of property.

Supervisory Responsibility. Ensuring the safe and appropriate care, maintenance, and operation of equipment assigned to a designated area of curatorial responsibility.

Supply and Equipment Management Officer. The SEMO is responsible for managing the NASA Center's supply and equipment management programsâproviding functional management, leadership, and necessary resources to ensure the implementation of an effective supply and equipment management program. (See Section 1.7.)

Surplus Personal Property. Personal property not required for the needs and the discharge of the responsibilities of all Federal agencies.

Survey Officer. An individual designated by the Center Director to investigate the circumstances and make findings and recommendations relating to lost, damaged, destroyed, or stolen Government property listed on a Property Survey Report.

Survey Review Board (SRB). A standing or ad hoc committee designated by the Center Director and consisting of no more than six members who are responsible to conduct administrative hearings for impartially examining the facts and investigating the circumstances surrounding lost, missing, stolen, destroyed, damaged, or rendered unserviceable equipment.

Transaction. Refers to an equipment management action reflected or documented in the NASA PP&E System, such as document identifiers IE01 and IE02 type transactions to the Equipment Management Records in the NASA PP&E System.

Transfer. Transfer of accountability or responsibility to an authorized person for NASA equipment items subject to this NPR, either within NASA or outside NASA.

Unconditional Donations. Equipment provided to NASA as a cost-free donation from a non-Federal source.

Unique Equipment. Equipment items or equipment systems generally not commercially available for acquisition which, by design or function, are of special specifications and characteristics.

Useful Life. The normal operating life in terms of utility to the owner.

Utilization. The identification, reporting, and transfer of excess personal property among Federal agencies to fill current or future authorized requirements in lieu of new procurements.

Virtual Tagging. The concept of assigning a NASA property tag to an equipment item when the tag cannot be physically attached to the equipment. This concept may involve a photograph of the item, a hardcopy page of the EMR, or any other form of document to represent the equipment item for accountability.

Waste. Any activity taken within the equipment management program that fosters, or results in, unnecessary costs or inefficiencies.

Willful Misconduct. Any intentional wrongful or unlawful act or omission relating to Government property.

Appendix B. Acronyms

AA	Assistant Administrator
AAO	Agency Applications Office
ADP	Automated Data Processing
AMR	Asset Master Record
BOBJ	Business Objects
CCPS/CCS	Center Chief of Protective Services/Chief of Security
CCR	Compensating Control Review
CEA	Center Export Administrator
CFR	Code of Federal Regulations
CIIC	Controlled Inventory Item Code
CMCS	Consolidated Material Control System
CNSSI	Committee of National Security System Information
CO	Contracting Officer
COR	Contracting Officer Representative
COMSEC	Communications Security
CRADA	Cooperative Research and Development Agreements
DAA/CA	Designated Approval Authority/Certifying Authority
DLA	Defense Logistics Agency
DLIS	Defense Logistics Information System
ECN	Equipment Control Number
EMR	Equipment Master Record
EO	Executive Order
EPSS	Enterprise Performance Support System
FAR	Federal Acquisition Regulations
FCB	Functional Control Board
FEDLOG	Federal Logistics Data on Portable Media

FMIS	Fleet Management Information System
FMR	Federal Management Regulation
FOS	Found on Station
FPMR	Federal Property Management Regulations
FPO	Federal Preservation Officer
FSC	Federal Supply Classification
FY	Fiscal Year
GFE	Government Furnished Equipment
GFP	Government Furnished Property
GS	General Schedule
GSA	General Services Administration
HA	Heritage Asset
HPCC	High Performance Computing and Communications
HPO	Historical Preservation Officer
HQ	Headquarters
IAGP	Installation-accountable Government Property
IAM	Integrated Asset Management
IAW	In Accordance With
IPO	Industrial Property Officer
IT	Information Technology
ITAR	International Traffic in Arms Restrictions
JPL	Jet Propulsion Laboratory
LDDT	Loss, Damage, Destruction, or Theft
LMD	Logistics Management Division
LRU	Line Replaceable Unit
NASA	National Aeronautics and Space Administration
NF	NASA Form
NMO	NASA Management Office

NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
NSN	National Stock Number
OCC	Office of the Chief Counsel
OCFO	Office of the Chief Financial Officer
OGC	Office of General Counsel
OPSEC	Operations Security
PA	Property Accountant
PAA	Principal Accreditation Authority
PC	Property Custodian
PDO	Property Disposal Officer
PP&E	Property, Plant, and Equipment
SAA	Space Act Agreement
SAP	Systems, Applications, and Products
SBIR	Small Business Innovation Research
SBU	Sensitive but Unclassified
SEMO	Supply and Equipment Management Officer
SF	Standard Form
SIRB	Sensitive Items Review Board
SO	Survey Officer
SRB	Survey Review Board
SSAA/SSP	System Security Authority Agreement/System Security Plan
U.S.	United States
UAS	Unmanned Aerial System
UAV	Unmanned Aerial Vehicle
U.S.C.	United States Code

Appendix C. NASA Minimum Standard, Sensitive Items List

C.1 Equipment items regardless of acquisition cost. These sensitive items need to be safeguarded and kept under strict access and control. Including:

C.1.1 Weapons, all types including, but not limited to, air, spring, powder, or other propulsion systems.

C.1.2 Night vision devices.

C.1.3 Binoculars.

C.1.4 Satellite radios.

C.1.5 Hazardous devices, including environmentally hazardous devices.

C.1.6 Cameras, all types.

C.1.7 Camera lenses.

C.1.8 All Unmanned Aircraft Vehicles, including drones.

C.1.9 Automatic Data Processing Equipment (ADPE), which includes the following:

a. Computers, includes all microcomputers, personal computers, and mainframe computers. Examples include: desktop systems, work stations, laptops, notebooks, handheld computers, palms, and other portable computers.

b. External Computer Peripherals, including:

(1) Tape drives.

(2) Projectors.

C.2 Equipment items with acquisition cost equal or greater than \$500

C.2.1 Radios, all types.

C.2.2 Receivers.

C.2.3 Computer monitors.

C.2.4 Transceivers.

C.2.5 Televisions.

C.2.6 Printers and/or scanners.

C.2.7 Video and sound recorders and players.

C.2.8 Removable disk drives.

C.2.9 CD and DVD drives.

Appendix D. The Sensitive Item Review Board (SIRB)

D.1. Definitions.

Sensitive Item. Equipment that is subject to exceptional physical security, protection, or control; requires accountability due to national security, export control regulations; is pilferable or potentially dangerous to the public. Examples of sensitive items include weapons, information technology equipment with memory capability, as well as hazardous and radioactive equipment. Sensitive items are listed in Appendix C, NASA Minimum Standard Sensitive Items List, of this NPR.

Sensitive Item Review Board. Institutional group of NASA personnel designated to review and monitor policy compliance for the identification and management of sensitive items IAW Section 3, NPR 4200.1, Equipment Management Procedural Requirements.

D.2. Purpose of the SIRB

The purpose of the SIRB is to assure, both in advance and by periodic review, that appropriate steps are taken for the addition, or deletion, of sensitive categories and type items to the sensitive items listing. The board has the latitude to revise existing procedures for the management of sensitive items.

D.3 Responsibilities

The SIRB is responsible for approving major updates to personal property identified as sensitive items, such as:

- a. Prioritization of major cataloging issues.
- b. Time schedule for implementation.
- c. Review risk management strategies, ensuring that any potential threats to the management of sensitive items have been identified, estimated, and approved and that the threats are regularly reassessed

D.4. SIRB Membership

- a. The SIRB will consist of the following members:

NASA Function	Role	Center
Agency Equipment Manager	Chair	HQ/LMD
Agency Cataloger	Non-Voting Member	HQ/LMD

AAO Logistics Liaison	Non-Voting Member	AAO
SEMO	Voting Member	ARC
SEMO	Voting Member	GRC
SEMO	Voting Member	AFRC
SEMO	Voting Member	JPL/NMO
SEMO	Voting Member	JSC
SEMO	Voting Member	WSTF
SEMO	Voting Member	MSFC
SEMO	Voting Member	MAF
SEMO	Voting Member	GSFC
SEMO	Voting Member	HQ
SEMO	Voting Member	LaRC
SEMO	Voting Member	SSC
SEMO	Voting Member	KSC

Figure D-1 Sensitive Item Review Board Membership

b. Role of a Board Member

The SIRB's objective is to leverage the experiences, expertise, and insight of Agency stakeholders in identifying sensitive items and establishing appropriate management processes. SIRB members are not directly responsible for managing sensitive items, but provide support and guidance for those who do. Thus, SIRB members need to:

1. Understand the strategic implications and outcomes of the SIRB outputs.
2. Appreciate the significance of the SIRB for some or all major stakeholders.
3. Be an advocate for SIRB initiatives.
4. Ensure that SIRB outputs meet the requirements of the equipment management program key stakeholders.
5. Balance conflicting priorities and resources.
6. Check adherence of SIRB activities to standards of best practice both within the Agency and in a wider context.
7. Foster positive communication outside of the board regarding SIRB project's progress and outcomes.
8. Report on SIRB project progress to those responsible at a higher level of management, such as senior/chief logisticians and other heads of NASA organizations.

D.5. SIRB Meetings

a. Meeting Schedule and Process. The SIRB will formally meet once per year or as required by the Chair to discuss and vote on new or past motions related to sensitive items.

b. Meeting Agenda. At each meeting, status of decisions made will be reported to the team by the Chair using an agenda outline such as the following:

1. Introductory items such as:

a) Introductions.

b) Review agenda.

c) Review decisions from last meeting.

d) Review of actions arising from previous SIRB meetings.

2. Review any SIRB Project Status

a) Overall Status.

b) Reason for any deviation/challenges.

c) New issues arising since the last SIRB meeting.

d) Review and approval of new motions.

e) Milestone review.

f) Accomplishments against last meeting's plans.

g) Plans for the next reporting period.

h) Outstanding issues, open discussion points, and project conflicts.

i) Specific requests from NASA Center representatives.

3. Consideration of other personal property items relevant to a motion.

4. Review and summarize new actions from the current meeting.

5. Plans, date, and location for next meeting.

D.6. Procedure

a. The Center SEMO submits a request to NASA Headquarters to add or delete items to Appendix C, Agency's Minimum Standard Sensitive Item List, with detailed justification to support the request(s).

(1) Requesting SEMOs have a vote when addressing the request.

(2) Requesting SEMOs should present for the SIRB to proceed.

(3) Proceed with at least six voting SEMOs.

b. Meeting Protocols.

The SIRB's decisions and activities will be captured in a highlights document, briefly summarizing the discussion and outlining key outcomes during the meeting. The meeting highlights will be distributed to the Director LMD, SIRB members, and Center Equipment Managers within one month following the meeting. Members will review the decisions of previous meeting at the beginning of the following meeting.

c. Decision Making

Voting members and members providing technical expertise (non-voting members) of the SIRB will work to find common ground on issues and strive to seek consensus on all key issues. Every effort will be made to reach consensus, and opposing views will be explained. In situations where there are strongly divergent views, members may choose to present multiple recommendations on the same topic. If the SIRB is unable to reach consensus on key issues, decisions will be made by majority vote using the gradients of agreement. Minority views will be included in the meeting highlights.

Appendix E. References

E.1 Small Business Research and Development Enhancement Act of 1992, Pub. L. 102-564.

E.2 NPD 1030.1, Gifts or Decorations from Foreign Governments and Gifts to Foreign Individuals.

E.3 NPD 1387.1, NASA Exhibits Program.

E.4 NPD 5104.1, Government Charge Cards.

E.5 NPR 7900.3, Aircraft Operations Management Manual.

E.6 NPR 9610.1, Accounts Receivable, Billing, and Collection.

E.7 NASA Grant and Cooperative Agreement Manual.